

Management Analysts

SOC: 13-1111 • Career Profile Report

■ Key Facts

\$101,190 Median Salary	1,075,100 Employment	+9.0% Growth Rate
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■ Requirements & Salary Range

Education: Bachelor's degree

■ Automation Risk Assessment

Medium Risk - 38.0% probability of being automated in the next 10-20 years.
This job has some routine elements but still requires human judgment and interaction.

■ Work-Life Balance

8.7/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.8/10	Investigative	7.2/10
Artistic	4.0/10	Social	6.6/10
Enterprising	8.2/10	Conventional	8.8/10

■ Top Skills Required

Analytical skills, Communication skills, Interpersonal skills, Problem-solving skills, Time-management skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Management Analysts typically perform the following tasks: • Gather and organize information on problems or procedures. • Confer with personnel concerned to ensure successful functioning of newly implemented systems or procedures. • Analyze data gathered and develop solutions or alternative methods of proceeding. • Document findings of study and prepare recommendations for implementation of new systems, procedures, or organizational changes. • Plan study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. • Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used. • Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy. • Review forms and reports and confer with management and users about format, distribution, and purpose, identifying problems and improvements. • Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program. • Design, evaluate, recommend, and approve changes of forms and reports. • Recommend purchase of storage equipment and design area layout to locate equipment in space available.

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Source: <https://www.bls.gov/ooh/business-and-financial/management-analysts.htm>