

ADMINISTRATIVE ANALYST I, II, III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, performs variety of technical work involving review and analysis of departmental programs, procedures, staffing, systems, and budgets; maintains liaison with assigned departments and public and provides organizational and informational analysis. Administrative Analyst II and III perform increasingly difficult and complex assignments and oversee the work performed by assigned staff.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst

This is the entry-level job class and is responsible for gathering, preparing and analyzing data relative to organization, operational functions, budget, and other departmental operating procedures; coordinates programs, as assigned, and completes a variety of projects.

Administrative Analyst II

This is the journey-level class in this series. Positions in this class are assigned difficult and complex assignments in management and budget analysis requiring a high degree of knowledge of City, administrative, and budgetary policies, practices and techniques. Assignments are usually received with general guidelines requiring incumbents to act with considerable independence. This class performs analytical work of average to above average scope and responsibility and designs and coordinates programs as assigned.

Administrative Analyst III

This is the advanced journey-level class in the series. Positions in this class are assigned more complex budgetary or management analysis assignments, projects and/or programs. The work assigned requires thorough knowledge of highly complex and changing laws and administrative regulations affecting the operations of assigned departments. A great degree of technical input is provided to the City Manager and Department Directors on complex issues. Incumbents have responsibility for the training, supervision and oversight of work of assigned staff.

NOTE: Depending on experience, incumbents in each class may progress to the next classification level provided that the assigned Department can certify that the employee is working at the required level and possesses the required skills, knowledge and abilities, and provided that budgetary constraints allow for promotion to the next class.

SUPERVISION RECEIVED AND EXERCISED

Administrative Analyst:

Receives general supervision from Department Director or Manager and, when applicable, Administrative Analyst III.

Administrative Analyst II

Receives general supervision from Department Director or Manager and, when applicable, Administrative Analyst III.

Administrative Analyst III

Receives general supervision from Department Director or Manager and City Manager.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Administrative Analyst:

Plans, organizes, coordinates and implements day-to-day program assignments and projects independently.

Collects, assembles, analyzes and interprets data relating to departmental and interdepartmental operations including policies, functions, organizational structures, forms and procedures, budgetary issues, work output and workload, space and physical layouts, and effectiveness of equipment.

Prepares narrative and statistical reports and makes recommendations in connection with these studies; prepares and makes presentations to staff and public.

Assembles and prepares charts, diagrams, photographs, and visual displays.

Presents findings and conclusions.

Analyzes Federal and State laws and regulations as they relate to assigned programs.

Monitors expenditures, staffing, equipment purchases, and operations of City departments.

Participates in the preparation of plans and specifications for contract services, equipment and materials; prepares and evaluates proposals for contract services and special projects; reviews and provides input and recommendations on contractual proposals.

Establishes and maintains administrative systems and procedures for record keeping; maintains accurate and complete records.

Prepares grant proposals; monitors active grants to ensure that all stipulations and regulations regarding the use of funds are met; maintain appropriate records and documentation to satisfy audit requirements.

Educates and provides information to other City staff, City Council, community representatives, and citizens; conducts training sessions, as required.

Prepares operating manuals, organizational charts and work-flow charts.

Confers with departmental staff and officials in order to secure necessary information.

Attends departmental staff and committee meetings and provides assistance by conducting research and preparing agendas and reports for meetings; presents proposals and recommendations.

Serves as liaison between department and other City departments, committees, and community groups.

Analyzes and develops procedures related to work simplification, methods of improvement, and computer applications; assists in development and adoption of improved management practices through research and analysis.

Essential Functions (continued):

Administrative Analyst II

In addition to duties of Administrative Analyst I:

Assists in the development and implementation of departmental and/or City goals, objectives, policies and priorities.

Designs and coordinates a variety of special events and programs.

Provides highly responsible administrative staff assistance including conducting specific and comprehensive analysis of a wide range of municipal policies involving organization, procedures, finance and services.

Assists in the preparation of departmental budget; makes budget recommendations relative to assigned program areas of responsibility; coordinates and compiles budget recommendations into comprehensive budget document.

Assists in determining financial methods, procedures, and costs pertaining to a departmental service or City program; conducts cost benefit analyses and reviews and prepares financial and statistical reports; coordinates contract arrangements with other agencies/parties.

Represents the department in meetings with other departments, organizations and with representatives of other cities, public agencies and the general public.

Establishes office procedures and forms, and maintains procedures manuals; resolves problems and complaints regarding program activities.

Performs technical work pertaining to the operation and maintenance of specialized equipment, such as computers and communication equipment.

Conducts organizational, administrative, fiscal and personnel studies; conducts surveys and collects information on operational and administrative problems; evaluates programs and initiates studies and analyses.

May perform special assignments or assist City Manager or a Department Director in routine or special activities.

Administrative Analyst III

In addition to duties of Administrative Analyst I and II:

Performs and coordinates analytical studies of complex organizational, budgetary, administrative and management problems; prepares report and makes presentation to Department Director and/or City Manager.

Keeps the City Manager and Department Director informed of complex and changing Federal and State laws and administrative regulations affecting the budget and overall operations of the departments assigned.

Forecasts departmental budget needs, taking into consideration the possibility that future legislation may impact future operations of department.

Essential Functions (continued);

Administrative Analyst III (continued)

May be assigned operational authority over projects, services or administrative operations within department.

Supervises, trains, and oversees the work performed by assigned staff.

Marginal / Non-Essential Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Administrative Analyst:

Statistical, research and survey methods; analytical techniques.

Basic policies and objectives of assigned program(s) and department.

Principles of administration, organization and management.

Effective oral and written communications methods.

Advanced administrative and record-keeping methods.

Modern office practices and procedures, including operation of computer equipment and related software.

Grant administration and monitoring.

Basic information specific to assigned department or program activities and functions.

Administrative Analyst II

In addition to above:

Considerable knowledge of the principles and practices of public administration, including budgeting, personnel administration, and/or program management.

Considerable knowledge in the field(s) related to the specific assignment.

Considerable knowledge of the organizations, functions, policies and administrative practices of local government.

Administrative Analyst III

In addition to above:

Advanced knowledge of principles of public and business administration including organization, personnel and fiscal management.

Advanced knowledge of functions and trends of assigned department, program or area of specialization.

Work direction and delegation.

Group dynamics as it relates to public organizations.

Ability to:

Administrative Analyst:

Summarize facts and recommendations accurately.

Analyze and evaluate data; plan and organize research and statistical work.

Work independently in the completion of assignments.

Prepare and present clear and concise reports both orally and in writing.

Understand, interpret and apply rules, regulations and ordinances.

Establish and maintain effective working relationships with others.

Effectively plan, organize, and prioritize work.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Administrative Analyst II

In addition to above:

Provide effective project leadership.

Interpret and apply rules, regulations and ordinances of Federal, State and local legislation.

Present conclusions to management, City officials, and public.

Administrative Analyst III

In addition to above:

Effectively manage comprehensive specialized functions, projects and studies.

Administer major programs.

Interpret and apply specialized Federal and State legislation and court rulings.

Project consequences of decisions and recommendations.

Supervise, train and evaluate assigned staff.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Administrative Analyst I: One to two years experience, preferably in a public agency, related to general administration, accounting, budgetary analysis, or personnel work including research, analysis and preparation of written reports and recommendations.

Administrative Analyst II: Three years experience, preferably in a public agency, related to general administration, accounting, budgetary analysis, or personnel work including research, analysis and preparation of written reports and recommendations. Specific experience in Administrative Analyst position.

Administrative Analyst III: Five years experience, preferably in a public agency, related to general administration, accounting, budgetary analysis, or personnel work including research, analysis and preparation of written reports and recommendations with increasing complexity and responsibility,

including supervision of assigned staff. Specific experience in journey-level class Administrative Analyst position.

Training:

Administrative Analyst I: Bachelor's degree in public/business administration or related field.

Administrative Analyst II: Bachelor's degree in public/business administration or related field. Master's level course work desirable.

Administrative Analyst III: Bachelor's degree in public/business administration or related field. Master's degree desirable.

Licenses/Certificates/ Other requirements:

Valid California driver's license.

PHYSICAL DEMANDS (may vary depending on area of assignment/program/department.)

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination -	Eye-hand:	Occasionally
	Eye-hand-foot:	Occasionally
	Driving:	Occasionally

PHYSICAL DEMANDS: (continued)

Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting-up, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.