

CLASS SPECIFICATION

Yuba County

July 2005

CLASS TITLE: Administrative Analyst - Human Services

FLSA STATUS: Non-exempt

JOB SUMMARY:

Performs professional level administrative, organizational, systems, fiscal, budgetary and related analysis and studies at a department level; performs legislative and policy analysis and develops programs and funding sources to meet program requirements, maintains a variety of accounting records and prepares a variety of financial reports for multiple activities and funding sources; performs related work as assigned.

CLASS CHARACTERISTICS:

This is an experienced administrative support class which has programmatic and analytical responsibilities at a departmental level and supports departmental financial strategic planning, budgeting, business and financial reporting functions. Responsibilities may include operational and budgetary analysis, significant accounting work, and may also involve legislative, policy and funding source analysis and review; program planning support related to specific departmental requirements; and the development of grant proposals. This class is distinguished from the Administrative Analyst I/II/III series, which is assigned only to the County Administrator's Office.

EXAMPLES OF DUTIES:

Essential:

- Plans and organizes administrative, operational, budgetary or other studies related to the functions and activities of the Human Services Agency.
- Determines analytical techniques and data-gathering processes and obtains required information for analysis.
- Directs and personally prepares a variety of financial, accounting and business records and reports; monitors grants and funds from other than County funding sources, submits reports to appropriate agencies in a timely manner.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, productivity, and policy and procedure development and implementation.
- Analyzes federal, state and local legislation for impact upon departmental service delivery; identifies and applies to varying funding sources to meet identified departmental needs.
- Confers with management and operational staff and assists in implementing changes resulting from such studies and analyses.
- Oversees long- and short-term special projects related to departmental activities.
- Assists with and performs specific management support activities such as coordinating and preparing Board agenda items, coordinating departmental budget development and administration, reviewing and assessing proposed legislation and representing the department head and others as specified.
- Confers with and represents the department and the County in meetings with staff from other departments, representatives of governmental, community, business, professional and public agencies and the public.
- Provides liaison and staff support to a variety of committees and commissions.
- Negotiates and administers a variety of agreements and service contracts.
- Maintains accurate records and files related to current areas of assignment.
- Prepares a variety of technical, statistical and narrative reports, correspondence and other written materials; completes informational surveys; prepares and submits reports to various regulatory agencies, funding sources and other organizations.

Important:

- May direct the work of professional, technical or office support staff on a project.
- Uses standard office equipment, including a computer, in the course of the work; may drive a County or personal motor vehicle to attend meetings and visit work sites.

QUALIFICATIONS:

Knowledge of:

Principles and practices of public administration.
Operational principles and concepts related to social services functions and activities.
Project management and analytical techniques.
Principles and practices of contract administration.
Principles and practices of general, governmental and grant accounting.
Applicable laws, codes and regulations.
Data sampling and statistical analysis techniques.
Principles and practices of budget development and administration.
Techniques for dealing with the public, in person and over the telephone.
Basic supervisory principles and practices.

Skill in:

Independently performing professional analytical and programmatic work.
Carrying assigned analytical or financial projects through, from data gathering to completion.
Using initiative and independent judgment within general policy guidelines.
Interpreting, applying and explaining applicable laws, codes and regulations.
Planning, directing and reviewing the work of others on a project.
Organizing own work, managing multiple projects and meeting critical deadlines.
Maintaining accurate accounting, budgetary and other records and files.
Preparing clear and concise reports, correspondence and other written materials.
Using tact, discretion and prudence in dealing with those contacted in the course of the work.
Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, vision to read printed materials and a computer screen for a prolonged period of time and may require the ability to drive a motor vehicle.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Generally a typical office environment.

Licensing and Certification:

- Ability to obtain a valid California Class C driver's license within thirty (30) days of employment.

Background: The minimum and preferred requirements for this position are described below:

MINIMUM: Two years (60 semester units) college course work with a concentration in business or public administration or a related field and three years of experience performing increasingly responsible administrative analysis or departmental administrative and/or project support. Additional related college education may be substituted for experience on a 1 semester unit for 0.8 months of experience basis up to a maximum of two years.

PREFERRED: In addition to the minimum, graduation from a four (4) year college or university with major coursework in business or public administration or a related field and additional years of experience, as defined above.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.