

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Administrative Analyst I
ALLOCATION: County-Wide
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: June 2009

JOB SUMMARY:

Under general supervision performs a variety of simple to moderately complex professional level analytical work to support the operations of County departments, agencies and programs in areas such as the legislative analysis, evaluation and development of management/administrative policy, development and administration of contractual agreements, and/or assists with program evaluation and planning; and performs other duties as assigned.

This is the journey level classification in the professional Analyst series.

CLASS CHARACTERISTICS:

This position reports directly to a Department Head, Division Manager, or Fiscal and Administrative Supervisor. This class is distinguished from the Administrative Services Officer I and II in that the latter has management responsibilities for planning, organizing, coordinating and managing a variety of administrative, budgetary, financial, programmatic, and analytical functions for a designated department. Further, this class is distinguished from Fiscal Analyst in that the latter focuses on the development and administration of the annual budget, financial/fiscal analysis and reporting, and grant monitoring and administration. Finally, this class is distinguished from the Management Analyst in that the latter have responsibility of County-wide budgetary and administrative analysis.

The level of position in the Administrative Analyst series is dependent upon the responsibility and complexity of assignment, the variety and complexity of work, including the nature of the administrative and analysis activities and the level of authority delegated by the department head. The Administrative Analyst I and Administrative Analyst II are not flexibly staffed.

EXAMPLES OF DUTIES:

Essential:

- Conducts analytical, organizational and operational studies, including staffing, systems, policy, procedural and legislative analysis; consults with managers to determine parameters for analysis and other background information; researches laws and other regulatory requirements governing governmental operations; interprets and applies rules, regulations, and policies; prepares or assists in the preparation of a variety of management reports; compiles and evaluates information in preparation for writing report; presents background information and description of analytical standards; outlines findings and recommendations and prepares logical supporting documentation; writes or assists in writing final reports and documentation for evaluation by management; presents reports, including formal presentation to groups.
- Identifies and analyzes highly complex existing, newly enacted and proposed local, state, federal legislation policies and procedures projecting potential impact; advises management on the consequences of proposed and pending legislation and effectively presents recommendations; develops and recommends procedures for the departmental implementation of enacted legislation; may act as legislative liaison to other departments.
- Analyzes workflow patterns and presents recommendations to enhance operational efficiency; evaluates possible alternatives, prepares reports relating to departmental and inter-departmental operations, including policies, procedures, organizational structure and workload statistics.
- Reviews, prepares, and analyzes cost estimates and terms for financially significant new and existing contracts, change orders, and modifications; prepares reports of analyses and related documents; analyzes claims for additional cost reimbursement to determine validity; analyzes contract provisions to determine appropriate reimbursement amount; prepares reports regarding claim status, settlement activities and reimbursement amounts for use by management; maintains records of negotiations.
- Acts as departmental liaison with various federal, state and local public agencies and with business, professional and community organizations.

- Builds and maintains positive working relationships with co-workers, County employees, representatives of community organizations, state/local agencies and the public using principles of good customer service.
- Enters and retrieves data from electronic data processing systems; establishes and updates information, generates reports and correspondence and communicates the information with others.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a personal or a County motor vehicle.
- Uses standard office equipment, including a computer, in the course of work.
- May direct and review the work of para-professional, technical or support staff on a project or day-to-day basis.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of public and business administration.
- Data collection, analysis and interpretation.
- Research methodology for the analysis of a variety of complex data.
- Application, use, and capabilities of computer software programs used to store data and to prepare reports, spreadsheets, graphs, and informational displays.
- Report writing techniques.
- Mathematics, statistics and statistical analysis.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervision and training.

Skill in:

- Collecting, compiling, organizing, analyzing and interpreting data.
- Understanding organizational and political implications of research findings, recommendations and decisions.
- Developing logical conclusions from data analysis and making sound recommendations.
- Preparing analytical reports, summaries, manuals, analyses, and displays of information.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Organizing and prioritizing work to meet established deadlines.
- Providing direction and training to subordinate staff.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.

Ability to:

- Prepare accurate administrative documents for managers, department heads, members of boards and commissions, and members of the public.
- Read, understand, interpret, and apply contracts, ordinances, legislation, policies and procedures, directives and manuals.
- Communicate clearly, concisely and effectively verbally and in writing.
- Make effective verbal presentations to various groups.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Establish and maintain effective working relationships in a diverse work force and community.
- Use computerized equipment and applications to accomplish work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard

office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

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

Work Environment:

- Generally a typical office setting.
- May be required to attend meetings outside the normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, Economics, Statistics, or a field related to the work.

Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.

PREFERRED: In addition to the minimum, two years of experience at least equivalent to the County's class of Administrative Technician.

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.

Dept Approval: Martha Wilson

Date:

Signature: _____

Personnel Approval: Iva Seaberg

Date:

Signature: _____