



Senior Administrative Analyst

Class Code:
422

DEFINITION

Under direction from an assigned Manager or Department Head, provides a wide variety of highly responsible and difficult administrative, professional, and analytical support for an assigned department or division including business planning, financial/fiscal management, budget preparation and analysis, purchasing, contract administration and monitoring, cost benefit analysis, human resources, risk management including worker's compensation, claims administration, insurance and employee benefit administration, general administration, and special projects and research requiring quantitative and analytical skills; leads, trains, directs, assists, and reviews the work of other analytical, technical, and/or administrative staff to ensure efficient performance and accuracy of work assigned to a functional unit; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Senior Administrative Analyst is the advanced journey level classification in the Administrative Analyst series. This classification is distinguished from the Administrative Analyst I and II by performing highly responsible and the most difficult and complex administrative and analytical work requiring interpretation and the use of discretion in the application of specialized technical knowledge and resources. Work may involve recommending changes in division/departmental/District policies, procedures, and processes and developing methods for implementation. Positions in this class may provide technical direction and review the work of other analytical, technical, and/or administrative staff. Assignments are given in general terms and are subject to review upon completion. There is significant latitude for independent judgment and action in well-defined areas of work.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provides highly responsible and the most difficult and complex project, program, administrative, and analytical support to an assigned department or division.
- Researches, develops, recommends, and implements various District and department operational and administrative programs, policies, and procedures.
- Performs and oversees the data collection, compilation, coordination, and organization of budget documentation; may develop budget recommendations; assists managers in the administration of division and/or department budget; manages budgets of assigned programs.
- Conducts research and collects, compiles, and analyzes information from various sources on a variety of specialized topics related to assigned programs, new programs and service, budget analysis, and feasibility analyses; prepares comprehensive technical, statistical, and analytical reports and records; interprets and presents data and identify alternative solutions or proposals; makes and justifies recommendations.

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- Prepares periodic and special reports and analyses of operations for management staff, General Manager's Office, Board of Directors, regulatory agencies, funding sources, and the public.
- Communicates with and responds to a variety of inquiries from employees, other agencies, and the public; promotes the programs and efforts of the assigned work group as needed.
- Oversees the administration of grants, trust funds, and special accounts; reconciles billing for insurance premiums or worker's compensation medical or rehabilitative services.
- Prepares presentation materials and gives verbal presentation to management, employees, task forces, boards, community groups, and the public.
- Analyzes, develops, and helps maintain the automation of all programs within areas of responsibility; acts as the liaison with the Information Technology Department.
- May direct, provide technical direction, and review the work of other analytical, technical, and/or administrative staff.
- Performs other related work as required.

REQUIREMENTS

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

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in public administration, business administration, or a related field; and six (6) years of full-time increasingly responsible experience performing administrative support and analytical duties, which includes two (2) years of experience equivalent to that of an Administrative Analyst II within the District.

Knowledge, Skills, and Abilities:

Knowledge of: advanced principles and practices of public and/or business administration; advanced principles and practices of budget administration; methods of research, program analysis, and report preparation; advanced principles and practices of policy and procedure development; mathematics, statistics and statistical analysis; pertinent federal, state, and local laws, codes, and regulations; data collection, analysis, and interpretation; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: apply the principles of public administration; work independently without supervision, exercise independent judgment, and use initiative; analyze, interpret, and effectively apply pertinent policies, procedures, regulations, and contract provisions; effectively supervise the work of other analytical, technical, and/or administrative staff; maintain strict confidentiality;

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effectively handle multiple assignments and maintain attention to detail while working under varying deadlines; read, analyze, evaluate, and summarize written materials and statistical data; prepare clear, accurate, and concise reports, correspondence, recruitment, and other human resource materials; conduct studies and analyses for assigned functional areas; perform statistical analyses; obtain information through interview; perform the essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- Must possess a valid driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential functions of this classification are performed primarily in a controlled-temperature office and require the ability to: work evening or weekend hours as needed; sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; walk, bend, stoop and reach to access files, materials and to transport test materials; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and to intermittently lift or carry boxes of files and records weighing up to 20 pounds.

Revised: 04/14, 02/21

Approved: _____
Human Resources/Risk Manager