



Administrative Analyst I/II

Class Code:
420, 421

DEFINITION

Under general supervision (Administrative Analyst I) or direction (Administrative Analyst II) from an assigned Manager or Department Head, provides a wide variety of 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; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst I is the entry-level class in the Administrative Analyst series. Under general supervision, incumbents learn and perform administrative/analytical support activities of varying difficulty. Incumbents independently perform duties in support of the daily operations of a department/division and conduct special studies and research projects that require a general level of technical knowledge of at least one specified knowledge area. As experience and proficiency are gained, assignments become more varied and complex. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion by the assigned supervisor. There is limited latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the experienced, journey-level Administrative Analyst II which performs a full range of administrative and analytical duties with less supervision, requiring a higher degree of knowledge and competencies. The Administrative Analyst I and II classifications are flexibly staffed. Upon recommendation of the immediate supervisor and approval by the department manager, incumbents in this class may advance to the Administrative Analyst II after two (2) years at the first level and with demonstrated proficiency to meet the job requirements of the Administrative Analyst II class.

Administrative Analyst II is the experienced, journey-level class in the Administrative Analyst series. Under direction, within a framework of established policies and procedures, incumbents are fully competent, with a high level of accuracy, to perform the full range of assigned tasks. Incumbents possess the skills to provide management with expertise necessary to identify, evaluate, and resolve organizational and administrative problems and perform special studies and research involving considerable discretion in determining work methods and resources. Assignments are given in general terms and are subject to periodic review while in progress and upon completion by the assigned supervisor. There is some latitude for independent judgment and action in well-defined areas of work. Incumbents in this class normally report to a division level manager.

This classification series is distinguished from Senior Administrative Analyst which is responsible for the most complex administrative and analytical support duties and greatest impact on District operations. The Senior Administrative Analyst requires the full range of knowledge and support and the highest level of knowledge and analytical skills in the series. The Senior Administrative Analyst may also function as the lead and provide oversight and direction to other District staff.

TYPICAL DUTIES

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

- Provides project, program, administrative, and analytical support to an assigned department or division.
- Participates in the research, development, recommendation, and implementation of various District and department operational and administrative programs, policies, and procedures.
- Participates in, performs, and may oversee 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.
- 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.
- Participates in overseeing 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.
- 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

Administrative Analyst I: Two (2) years of full-time responsible experience performing administrative support duties for an agency or organization, or an equivalent combination of education, training, and experience. Previous experience must have included performing budget, fiscal and/or program analysis and participating in developing programs, policies and procedures, performing research, and preparing analytical reports.

Administrative Analyst II: Four (4) years of full-time increasingly responsible experience performing administrative and analytical support duties, which includes two (2) years of experience equivalent to that of an Administrative Analyst I within the District.

Knowledge, Skills, and Abilities:

Knowledge of: principles and practices of public and/or business administration; principles and practices of budget administration; methods of research, program analysis, and report preparation; 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 under limited or no supervision, exercise independent judgment, and use initiative; analyze, interpret, and effectively apply pertinent policies, procedures, regulations, and contract provisions; maintain strict confidentiality; 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

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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