



NOVEMBER 2016
FLSA: NON-EXEMPT
Bargaining Unit: MA
JCN: 1306/1307

ADMINISTRATIVE ANALYST I/II

DEFINITION

Under general supervision or direction, provides analytical assistance in the administration of assigned operations, programs, and projects including financial, contracts, programmatic, performance goal management systems, and human resources functions; researches and analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; supervise technical or administrative staff; fosters cooperative working relationships among County departments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from assigned supervisory or management personnel. May exercise direct supervision to technical and administrative support staff.

CLASS CHARACTERISTICS

Administrative Analyst I: This is the entry-level classification in the Administrative Analyst series. Initially under general supervision, incumbents learn and perform routine duties relating to professional administrative or programmatic analytical support. As experience is gained, assignments become more varied, complex, and difficult; general supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Administrative Analyst II: This is the fully qualified journey-level classification in the Administrative Analyst series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents do not supervise other professional staff, but may supervise technical and/or administrative support staff as an ancillary duty.

Positions within the Administrative Analyst classification series may be distinguished by the area of specialty to which assigned.

This class is further distinguished from the Senior Administrative Analyst in that the latter has supervisory responsibility of professional, technical, and/or administrative support staff.

Positions in the Administrative Analyst class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
- Coordinates activities with those of other departments, depending upon the nature of the assigned operation, program, or project to which assigned.
- Discusses findings with management staff and prepares reports of study conclusions.
- Provides technical assistance to others on administrative and analytical matters.
- Coordinates and performs professional-level administrative and programmatic work in such areas as budget development, financial administration and reporting, grants, purchasing, database management, contract administration, management analysis, public information, and program evaluation.
- Writes and develops staff reports, presentations, and board items; plans, schedules, and coordinates board items for the department; and prepares and submits Board of Supervisors agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of operations, programs, and service delivery methods and procedures in order to maximize funding and minimize costs; assesses and monitors workload and administrative and support systems; identifies opportunities for improvement and develops related recommendations.
- Represents assigned department in interdepartmental, community, and/or professional meetings; confers with and coordinates with other County staff on a wide variety of administrative analyses and planning issues.
- Assist with ensuring compliance with federal, state, County, and funding agency regulatory and reporting requirements and applicable laws, regulations, and professional practices.
- Attends meetings, conferences, workshops, and training sessions; and reviews publications and related material to become and remain current on principles, practices, and new developments in assigned work areas.
- Participate in the selection, training, motivation, and evaluation of assigned staff; directs the work activities of assigned staff; prioritizes and coordinates work assignments; provides and/or coordinates staff training; reviews work for accuracy; and may work with employees to correct deficiencies.
- Coordinates department and County projects and programs with other government agencies, civic and community organizations, professionals, consultants, committees, and others as appropriate.
- Confers with other management staff regarding provision of administrative and support services, including contracts, agreements, and grant reporting.
- Performs related duties as assigned.

When performing program analysis duties:

- Identifies problems, determines an analytical approach, and obtains and analyzes necessary information to reach a sound resolution.
- Reviews existing and proposed local, state, and federal legislation/regulations for impact on the department program activities, consults with department personnel; develops recommendations; and prepares proposed changes.
- Performs departmental quality assurance duties by reviewing casework and analyzing time studies and

production analyses; extracts, reviews, and analyzes data to prepare reports consisting of specific program/caseload data to monitor progress toward goals, including progress of Quality Improvement Plan.

- Reviews monthly revenue claims and verifies costs being claimed.
- Plans, organizes, and creates documents related to the activities or operations of the assigned department or program.

When performing budget and financial duties:

- Participates in and oversees the development and administration of departmental budgets including revenue projections and forecasting, multi-year cash flow analysis, cost containment and distribution, and grant funds disbursement; ensures that awards stay within funding limits.; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Develops and presents annual and mid-cycle operating and capital budgets; prepares preliminary budget estimates, including salary and benefits projections, conducts meetings with management to evaluate revenue and expenditure requests and keep all parties apprised of issues, challenges, and resolution thereof; prepares budget documents.
- Prepares journal entries and charges other departments for services provided by divisions.
- Balances expenditures and revenues and identifies funding gaps; assists departments in resolving funding issues; prepares status reports and manages budgetary control systems; recommends and processes budget amendments.
- Formulates, prepares, and communicates budget completion schedules, calendars, and deadlines; coordinates the entire budget process and ensures timely completion.
- Facilitates and coordinates the resolution of cross-departmental budgetary issues, including identifying and proposing procedural solutions; reviews all departmental budget submittals for completeness, accuracy, the appropriate use of funding sources, and adherence to County policies.
- Conducts special research projects and financial analysis for countywide programs and usage; produces findings and recommendations and prepares related reports.

When performing training or staff development duties:

- Conducts training needs assessments to identify and determine training programs/subjects needed based on participant assessment results and relevancy of training to participant's job duties.
- Identifies and/or coordinates resources for training and staff development, including curricula, workshops, college coursework, training programs, and on-the-job training sessions.
- Develops and conducts workshops and training sessions on a variety of topics including, but not limited to, technical skills, program areas, supervisory principles, and customer service skills.
- Solicits written and verbal feedback regarding training flow, curriculum, tools, and delivery.
- Tracks progress of post-induction trainees after leaving training to assist in determining effectiveness of training.

When performing contracts/procurement duties:

- Initiates solicitations, including requests for proposal and sole source requests to provide materials and services;
- Participates in pre-proposal meetings; and coordinates and participates in the evaluation of submittals.
- Drafts and reviews terms and conditions of agreements; negotiates and executes contracts.
- Administers contracts, ensuring compliance with all legal and contractual requirements.
- Reviews requisitions for completeness and accuracy.
- Confers with department representatives in writing product specifications.
- Contacts vendors to obtain product information; and resolve issues with contract terms and deliverables.
- Signs purchase orders and awards bids.

- Investigates delayed or unsatisfactory product complaints and secures adjustments.
- Researches, analyzes, reports on, interprets, and explains federal, state, and local legislation and contracting statutes, rules, and regulations.

When performing grant duties:

- Performs a variety of duties in the formation and implementation of grant management, which includes the solicitation, writing grants, submittal of the grant application, and grant administration activities.
- Assists with research, development, and implementation of the more complex grants.
- Prepares monthly and quarterly grant reports.
- Compiles data for grant audits and responds to questions.
- Tracks equipment distributed to other government entities as part of intergovernmental grant management
- Ensures funds received from grants comply with state and federal guidelines in regards to permissible use of monies.

When performing human resources duties:

- Participates in and/or coordinates a range of human resources activities, which may include recruitment and selection, and employee relations.
- Performs sound recruitment and selection processes, including ascertaining departmental needs; and assisting with the employee selection process.
- Conducts background investigations; maintains background investigation and records management databases; tracks fingerprinting.
- Participates in employee relations activities; provides advice and counsel to department directors, managers, supervisors, and employees in the interpretation of human resources policies, procedures, contracts application, and the administering of grievances; reviews performance evaluations for consistency and makes recommendations; works closely with management on issues that require resolution or contract clarification.
- Conducts and coordinates investigations of allegations of misconduct, harassment, or unlawful discrimination; writes or edits various notices and related correspondence for labor attorney review and approval, including notices of due process, notices of findings, letters of discipline, and separation agreements.
- Provides consultation to the County departments and employees on risk management problems, including workers' compensation, and health and safety issues; communicates and coordinates regularly with appropriate internal and external parties to maximize the effectiveness and efficiency of assigned programs and activities, minimize risk, and advise on claim developments.

QUALIFICATIONS

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.

Knowledge of:

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and practices of business and public administration as applied to the operational unit or assigned program.
- Analytical processes and project and/or program management including, but not limited to, purchasing, contracts, training, human resources, finance, budgeting, and other related programs areas.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Budgetary principles and practices.
- Research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Sources of information related to a broad range of County programs, services, and administration.
- Principles and practices of public relations techniques.
- Administrative principles and methods, including goal setting, planning, program and budget development and implementation.
- Recordkeeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Coordinate and oversee programmatic activities such as administrative, budgeting, human resources, and fiscal reporting.
- Perform administrative work involving the use of independent judgment and personal initiative in assigned area.
- Plan and conduct effective management, administrative, and operational studies.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret budgetary and financial statements.
- Devise methods and procedures for obtaining a variety of data.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards for the department.
- Gain cooperation through discussion and persuasion.
- Prepare clear, concise, and complete reports and other written material.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Administrative Analyst I: Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business administration, human resources management, accounting, public administration, economics, or a closely related field.

Administrative Analyst II: Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business administration, human resources management, accounting, public administration, or a closely related field, and three (3) years of professional experience performing administrative, budget, human resources, or administrative management functions, preferably in a public agency, or one year (1) year of experience at a level equivalent to County's class of Administrative Analyst I.

When assigned to a specific functional area as noted above, previous knowledge and experience in such area is desirable.

Licenses and Certificates:

- Some positions may require the possession of a valid Driver's License and maintain a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

If assigned to a Law and Justice Department, incumbents must pass a thorough background investigation.