



SR. ADMINISTRATIVE ANALYST

DEFINITION

Under direction, performs advanced, difficult, and complex analytical assistance in the administration of assigned operations, programs, and projects; may serve as a lead worker over subordinate professional staff supporting an assigned department, division, program, or function, and/or may coordinate the activities of a distinct departmental administrative program, function, or work unit; conducts and coordinates advanced research and analysis on complex programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts difficult and/or specialized needs analyses, feasibility studies, and evaluations for assigned projects and programs; participates in departmental planning activities to improve organizational productivity and customer service, and fosters cooperative working relationships among County departments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. May provide functional and technical leadership over subordinate professional staff. May coordinate a program, function, or work unit. May exercise direct supervision over technical and/or administrative support staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the professional Administrative Analyst class series. Incumbents work under direction, exercising a high level of discretion and independent judgment. Responsibilities emphasize staff and/or program leadership as well as the provision of complex and/or specialized professional-level support to assigned management personnel. The work requires a high level of accountability, judgment, and decision-making, and incumbents must frequently present strategies and recommendations that are without precedent or an established process. Successful performance of the work requires extensive professional experience as well as the ability to coordinate assigned functions with those of other departments or outside agencies.

Incumbents at this level typically serve as lead workers over subordinate professional staff and/or may directly supervise technical and/or administrative support staff. However, a position that directly supervises professional staff may be allocated at this level if such supervision is a minor part of the job and is therefore ancillary to the preponderant scope of the position.

With or without lead worker duties as described above, positions may also be allocated to this class based on advanced responsibility for coordinating the activities of a distinct departmental program, function, or work unit such as budget/finance, contracts, training, and/or facilities. In this type of coordinator role, an incumbent has significant responsibility for the development of goals, objectives, and operational strategies for the assigned program/unit and for quality control/improvement.

This class is distinguished from the class of Administrative Analyst II in that the latter performs journey-level administrative analytical work but does not preponderantly lead the work of other professional staff or coordinate a major administrative program/unit.

This class is further distinguished from the class of Administrative Analyst Supervisor in that the latter directly supervises a group of Administrative Analysts and/or other professional staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Leads, plans, organizes, assigns, and may supervise and review the work of technical and administrative support staff, operations, and activities of the assigned area, which may include budget/finance, training and staff development, facilities, contracts and procurement, and/or program analysis.
- Coordinates the activities of a distinct departmental administrative program, function, or work unit; has significant responsibility for the development of goals, objectives, and operational strategies for the assigned program/unit and for quality control/improvement.
- Coordinates and conducts complex analyses to identify alternatives and make recommendations regarding such matters as organizational structure, budget development/administration, staffing, facilities, equipment, cost/benefit, productivity, and policy or procedure modifications; evaluates alternatives and develops conclusions.
- Discusses analyses findings with management staff, makes recommendations, and coordinates the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Coordinates programs and activities with those of other departments, depending upon the nature of the assigned operation, program, or project to which assigned.
- Provides advanced technical assistance to others on administrative and analytical matters.
- Performs advanced-level professional-level administrative and programmatic support work in such areas as budget development, financial administration and reporting, grants, purchasing, database management, contract administration, management analysis, public information, and program evaluation; prepares contracts, agreements, and grant documents.
- Writes and develops complex staff reports, presentations, and board items; plans and coordinates the scheduling of board items, agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Coordinates the development of standardized 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.
- Coordinates departmental 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 may represent the department as assigned; works with other government agencies, civic and community organizations, professionals, consultants, committees, and others as needed to accomplish assignments.
- Reviews publications and related material to become and remain current on principles, practices, and new developments in assigned work areas.
- May supervise the work of professional, technical, and/or administrative support staff, including responsibility for work activities as well as staff selection, training, motivation, and evaluation; prioritizes and coordinates work assignments; provides and/or coordinates staff training; reviews work for accuracy; may work with employees to correct deficiencies.
- Performs related duties as assigned.

When performing program analysis duties:

- Leads and/or coordinates the activities or operations of the assigned program.
- Identifies and analyzes complex program issues and coordinates their resolution.
- Coordinates special studies of new and existing programs and special projects to determine feasibility, resolve problems, and increase efficiency.
- Reviews and analyzes existing and proposed local, state, and federal legislation/regulations for impact on assigned department program activities; coordinates with department personnel to develop and implement proposed changes.
- Reviews reports prepared by staff and oversees progress toward program goals.
- Coordinates quality assurance and quality improvement processes for assigned programs; reviews and analyzes casework, time studies, and production data; monitors progress toward goals, including progress

of a Quality Improvement Plan.

- Coordinates and participates in the review of monthly revenues and claims; ensures that costs being claimed are accurate and consistent with program allowances.

When performing budget and financial duties:

- Leads and/or coordinates the development, administration, and presentation of departmental annual and mid-cycle operating and capital budgets, including revenue projections and forecasting, multi-year cash flow analysis, cost containment and distribution, and grant funds disbursement; ensures the preparation of budget estimates, including salary and benefits projections; evaluates revenue and expenditure requests.
- Coordinates budget completion schedules, calendars, and deadlines; coordinates the entire budget process and ensures timely completion; resolves cross-departmental budgetary issues; reviews all departmental budget submittals for completeness, accuracy, the appropriate use of funding sources, and adherence to County policies.
- Coordinates budget administration activities; ensures that revenues and expenditures comply with funding requirements; identifies and recommends resolutions for budgetary problems; keeps all parties apprised of issues, challenges, and resolution thereof.
- Coordinates the preparation of journal entries and the charging of other departments for services provided.
- Ensures that expenditures and revenues balance; identifies funding gaps; assists departments in resolving funding issues; prepares status reports and develops budgetary control systems; recommends budget amendments.
- Coordinates special research projects and financial analyses for County-wide programs and usage.

When performing training or staff development duties:

- Leads and/or coordinates the development and/or implementation of training and staff development activities, including workshops, college coursework, training programs, and on-the-job training sessions; coordinates and analyzes 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.
- Conducts special studies of new and existing training programs and to determine feasibility, resolve problems, improve the delivery of training and the participants learning experience; solicits feedback from supervisors and participants to determine if adjustments to training plans are required; analyzes the progress of post-induction trainees after leaving training to assist in determining the effectiveness of training.
- Ensures sufficient resources for training and staff development activities including curricula, workshops, college coursework, training programs, and on-the-job training sessions.
- Coordinates 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.
- May complete the annual state training report.

When performing contracts and procurement duties:

- Leads and/or coordinates departmental procurement activities, including the issuance of solicitations, requests for proposal, and sole source requests to provide materials and services.
- Coordinates pre-proposal meetings and 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; recommends solutions to address contractual problems; enforces legal agreements to ensure contract compliance.
- Performs the more difficult and complex purchases; reviews requisitions for completeness and accuracy; confers with department representatives in writing product specifications; contacts vendors

to obtain product information; resolves issues with contract terms and deliverables; signs purchase orders and awards bids.

- Coordinates investigations into delayed or unsatisfactory product complaints and secures adjustments.

When performing grant duties:

- Leads and/or coordinates grant development and administration activities, including the more complex grant duties related to the solicitation and submittal of grant applications as well as the resolution of grant issues with various stakeholders; ensures compliance with grant terms and conditions.
- Researches, develops, and implements the more complex grants.
- Prepares monthly and quarterly grant reports.
- Coordinates grant audits and responds to questions.
- Coordinates the distribution of equipment to other government entities as part of intergovernmental grant management.
- Ensures that funds received from grants comply with state and federal guidelines with regard to permissible use of monies.

QUALIFICATIONS

Knowledge of:

- Advanced organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and practices of leadership.
- Advanced principles and practices of business and public administration as applied to the operational unit or assigned program.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Analytical processes and project and/or program management including, but not limited to, purchasing, contracts, training, finance, budgeting, and other related program areas.
- Principles and practices of employee supervision, including, assigning, reviewing, and evaluating work; coaching, counseling, and discipline; and the training of staff in work procedures.
- Advanced budgetary principles and practices.
- Advanced research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Advanced 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.
- Advanced principles and practices of public relations techniques.
- Advanced administrative principles and methods, including goal setting, planning, and program and budget development and implementation.
- Advanced 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:

- Lead, coordinate, and perform complex programmatic activities such as administrative, budgeting, and fiscal reporting.
- Lead, coordinate, and perform responsible and difficult administrative work involving the use of independent judgment and personal initiative in assigned area.
- Lead, coordinate, and conduct effective management, administrative, and operational studies.
- Conduct difficult and complex 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.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive 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.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- 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.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business administration, accounting, public administration, or a closely related field;

AND

Two (2) years of professional experience performing administrative, budget, or administrative management functions at a level equivalent to the County's class of Administrative Analyst II.

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, or the ability to obtain, a valid California driver's license by the time of appointment, and maintenance of 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 and 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.