



DECEMBER 2018
FLSA: Non-Exempt
Bargaining Unit: SU
JCN: 1323

ADMINISTRATIVE ANALYST SUPERVISOR

DEFINITION

Under general direction, performs supervisory as well as advanced, difficult, and complex analytical work in the administration of assigned operations, programs, and projects; plans, assigns, directs, and evaluates the work of professional staff supporting the assigned department, division, program, or function; 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 general direction from assigned management personnel. Exercises direct supervision over subordinate professional staff.

CLASS CHARACTERISTICS

This is the supervisory-level classification in the professional Administrative Analyst class series. Incumbents are primarily responsible for supervising the work of a group of subordinate professional staff; in addition to professional staff, incumbents may also supervise technical and/or administrative support staff. The preponderant responsibility of this class is the direct supervision of a group of Administrative Analysts and/or other professional level classifications. Depending on where the position is allocated, an incumbent may supervise staff working in more than one functional area or may supervise staff within a single functional area due to the size and complexity of the function.

In addition to supervision of professional staff, incumbents perform advanced, difficult, and complex professional analytical duties related to administrative operations, programs, and projects, and may coordinate the activities of a distinct departmental program or work unit such as budget/finance, contracts, training, and/or facilities. Incumbents are expected to provide significant input into the development of goals, objectives, and operational strategies for the assigned program/unit and to assume responsibility for quality control/improvement. 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.

This class is distinguished from the class of Sr. Administrative Analyst in that the latter class does not supervise the work of multiple subordinate professional staff as a preponderant duty.

This class is also distinguished from the class of Administrative Services Manager in that the latter class has managerial responsibility to oversee and direct an administrative or operational functional area(s) within a division or department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, and supervises the staff, operations, and activities of an assigned administrative function or area which may include budget/finance, training and staff development, facilities, contracts and procurement, and/or program analysis.
- Supervises the work of professional analyst staff, and may supervise technical and administrative support staff; selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards; prepares and delivers performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; works with department management and staff to build and maintain a high performing team environment.
- Supervises the activities of a distinct departmental/division 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.
- Supervises 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, 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.
- Supervises and 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.
- Performs related duties as assigned.

When performing program professional supervisory duties:

- Supervises and coordinates the activities or operations of the assigned program.
- Identifies and analyzes complex program issues and coordinates their resolution.
- Supervises and 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.
- Supervises 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.
- Supervises 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 professional supervisory duties:

- Supervises and 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.
- Supervises and 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.
- Supervises 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.
- Supervises and coordinates special research projects and financial analyses for County-wide programs and usage.

When performing training or staff development professional supervisory duties:

- Supervises and 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.
- Supervises and 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.
- Assists in ensuring 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.
- Ensures the completion of required training reports.

When performing contracts and procurement professional supervisory duties:

- Supervises and 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.
- Oversees contract administration activities, ensuring compliance with all legal and contractual requirements; recommends solutions to address contractual problems; enforces legal agreements to ensure contract compliance.
- May perform 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.
- Directs and coordinates investigations into delayed or unsatisfactory product complaints and secures adjustments.

When performing grant professional supervisory duties:

- Supervises and 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:

- Principles and practices of employee supervision and leadership, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Advanced organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- 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.
- 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, 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Supervise, coordinate, and oversee complex programmatic activities such as administrative, budgeting, and fiscal reporting.
- Supervise, plan, and conduct effective management, administrative, and operational studies.
- Supervise, coordinate, and perform responsible and difficult administrative work involving the use of independent judgment and personal initiative in assigned area.
- 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.
- 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.
- Recommend and implement 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

Three (3) years of professional experience performing administrative, budget, or administrative management functions at a level equivalent to the County's class of Administrative Analyst II, including one (1) year of lead experience;

OR

One (1) year of experience at a level equivalent to the County's class of Sr. Administrative Analyst.

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 possession of, or 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.