



DEPARTMENT ANALYST I/II

Class Code:
7901/02

Bargaining Unit: Local 1 Professional

THE COUNTY OF EL DORADO
Established Date: May 1, 2000
Revision Date: Apr 1, 2012

SALARY RANGE

\$27.21 - \$36.75 Hourly
\$4,716.40 - \$6,370.00 Monthly
\$56,596.80 - \$76,440.00 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general supervision, performs responsible administrative, organizational, systems, budgetary, statistical and community liaison work and other analyses and staff support related to a department, division, or specified program within a department, performs professional development, implementation and administration of department/program policy and procedure; and may provide day-to-day and project supervision to administrative support staff.

DISTINGUISHING CHARACTERISTICS

Department Analyst I is the entry level in this professional analyst series. Initially under close supervision, incumbents perform the more routine department administrative support and analysis functions while learning County policies and procedures and specific techniques related to administrative analysis. As experience is gained, assignments become more diversified and are performed under more general supervision. Incumbents may provide day-to-day and project supervision to administrative support staff, and may have specific program responsibility. This class is alternately staffed with Department Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-level class.

Department Analyst II is the journey level class of the series, fully competent to perform responsible and difficult analytical work in varied department and program support areas. Projects may include statistical analyses, operations support, policy, procedure and budget development, or other areas specific to the assigned department. Incumbents may provide day-to-day and project supervision to administrative support staff, and may have specific program responsibility. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques, and in making sound recommendations. This class is distinguished from Administrative Analyst in that the latter performs analysis and policy development, which substantially impact countywide operations.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Analyzes alternatives and makes recommendations regarding such matters as the assigned departments organizational structural, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure, etc.

- Assists in the development and implementation of department or division goals and objectives.
- Assists in developing and administering specified portions of the department's annual budget, including gathering information and monitoring expenditures.
- Provides direction and supervision to administrative support staff on a project and/or day-to-day basis.
- Confers with representatives of other governmental agencies, business, professional and citizen's groups, vendors and the public.
- Provides liaison and staff support to a variety of committees and commissions.
- Reviews, develops and administers grants; performs analyses to ensure compliance with grant requirements; prepares required reports for federal, state, county, department or other grant agencies.
- Plans and organizes administrative studies relating to the activities or operations of the department or program to which assigned.
- Determines analytical techniques and information gathering processes and obtains required information and data for analysis.
- Conducts a variety of special projects and studies related to the functions of the department or program to which assigned.
- Discusses findings with management staff and prepares reports of study conclusions; makes recommendations based on study results.
- Provides technical assistance to others on administrative and analytical matters.
- Prepares technical reports, correspondence and other written materials.
- May participate in hiring of support staff; trains staff in department policies and procedures.
- May evaluate employee performance, counsel employees and effectively recommend discipline and other personnel decisions.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.

Department Analyst I:

Education:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration or a related field. Paraprofessional administrative experience, which would provide the knowledge and skills listed above, may be substituted for the general education on a year for year basis to a maximum of two years.

Department Analyst II:

Experience:

In addition to the above, two (2) years of professional level experience in administrative, management, operation, budgetary or similar analyses at a level equivalent to the County's class of Department Analyst I. Experience in a public agency setting is desirable.

Other Requirements:

Specified positions may require a valid driver's license. Specified positions may be

assigned full supervisory responsibilities.

Knowledge of:

- Principles, practices and methods of administrative, budgetary and organizational analysis.
- Basic Accounting practices and principles.
- Supervisory principles and practices including work planning and evaluation, employee training and discipline.
- Financial/statistical/comparative analysis techniques and formulae.
- Basic budgetary principles and practices.
- Business computer applications, particularly as related to budgetary and statistical analysis.

Skill in:

- Analyzing administrative, operational and organization problems, evaluating alternatives, and reaching sound conclusions.
- Interpreting and applying laws, regulations, policies and procedures.
- Planning, assigning, supervising and evaluating the work of staff.
- Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
- Coordinating multiple projects and meeting critical deadlines.
- Exercising sound independent judgment within established guidelines.
- Preparing clear, concise and complete reports and other written materials.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS:

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing and bending, walking and reaching; lifting, carrying or pushing objects that weigh 16 - 40 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs.

HISTORY

JCN: # 7901 - Department Analyst I, 7902 - Department Analyst II

Created: MAY 2000

Revised: MAR 2013 - HRD

Revised: APR 2015 - HRD

