

DEPARTMENT ANALYST I/II

DEFINITION

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

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~~ **Senior Department Analyst in that the latter performs complex, technical analytical work and performs lead duties. 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.
- **Reviews, develops and administers contract and procurement of service requests; performs analyses to ensure compliance with contract requirements.**

- 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; **may assist in training** staff in department policies and procedures.
- ~~May evaluate employee performance, counsel employees and effectively recommend discipline and other personnel decisions.~~

QUALIFICATIONS

~~**NOTE:** The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.~~

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.
- **Principles and practices relating to public purchasing and contract administration.**

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:

Specified positions may require a valid driver's license. **Individuals who do not meet this requirement due to a physical disability will be reviewed on a case by case basis.** ~~Specified positions may be assigned full supervisory responsibilities.~~

Education and Experience:

Department Analyst I: ~~Equivalent to graduation~~ **Possession of a Bachelor's degree** from an accredited four-year college or university with major coursework in business or public administration or a related field ~~at least six (6) semester units in accounting, finance or economics are required~~ **OR possession of an Associate's degree from an accredited college or university with major coursework in business or public administration or a related field and two years of paraprofessional administrative experience.** ~~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: In addition to the above, two 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.

Note: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.