

SENIOR DEPARTMENT ANALYST

DEFINITION

Under general supervision, performs complex 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 department; performs professional development, implementation and administration of department/program policy and procedure; may provide lead direction to administrative staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced and/or lead level in this professional analyst series, responsible for performing complex, technical, specialized 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 lead direction and project supervision to administrative 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 Services Officer in that the latter performs analysis and policy development, which substantially impact countywide operations, has management and full supervisory responsibilities.**

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.
- May provide **lead** direction, training, and work review to administrative support staff on a project and/or day-to-day basis.
- Confers with representatives of other governmental agencies, business, professional and citizen 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 provide input into performance evaluations, disciplinary matters 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.
- Accounting principles and practices.
- Basic supervisory principles and practices.
- 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, budgetary, operational and organizational problems, evaluating alternatives, and reaching sound conclusions.
- Interpreting and applying laws, regulations, policies and procedures.
- Developing, organizing, coordinating and implementing varied projects and programs.
- Planning, assigning, directing and reviewing 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:

Equivalent to graduation from a four-year Possession of a Bachelor's or Postgraduate degree from an accredited college or university with major coursework in social and behavioral sciences, business, government or a related field with at least six (6) semester units in accounting, finance or economics, AND three two years of professional level experience, in administrative management, operations, budgetary or similar analytical support work, in which two of the years of experience were equivalent to the Department Analyst II. 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. At least one year of experience in a public agency setting is desirable.

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 four years of professional level experience in administrative management, operations, budgetary or similar analytical support work, in which two of the years of experience were equivalent to Department Analyst II.

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