



NOVEMBER 2016
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 1309

PRINCIPAL ADMINISTRATIVE MANAGEMENT ANALYST

DEFINITION

Under general direction, performs complex and difficult administrative, budgetary, systems, statistical, and other management analyses in support of activities and functions of multiple departments; plans, develops, and coordinates ~~and provides for the~~ implementation ~~of strategies for~~ various special projects with ~~County-wide~~ Countywide impact; makes recommendations for action ~~and~~; assists in policy, procedure, and budget ~~development~~ development and implementation; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. May exercise direct or general supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This ~~class is the highest an advanced professional-level in the Administrative Analyst series, found in the office~~ classification responsible for establishing, maintaining, and monitoring a variety of substantive and significant Countywide administrative policies, budgetary, organizational, and legislative issues; and serving as a liaison to departments as a representative of the Chief Administrative Officer ~~Office~~. Duties may vary widely, depending upon the scope and nature of assigned projects and programs. ~~Projects may include developing requests for grant funding, operations support, cost analysis, or policy, procedure or budget development and administration. The incumbent has~~ Incumbents have considerable latitude ~~for the~~ to exercise ~~of~~ independent judgment, and decision-making ~~particularly, particularly~~ when representing the County in meetings with other agencies, boards and commissions, and community groups. Positions within this classification are exclusively allocated to the Chief Administrative Office.

EXAMPLES OF ~~DUTIES~~ TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Plans, Identifies, plans, and implements programmatic goals, objectives, and priorities within areas of responsibility in a manner consistent with the County's overall goals and objectives; develops, strategies and tactics for the successful achievement of set goals and objectives; directs and coordinates~~ and implements or directs the implementation of ~~a variety of projects and/or programs with strategies.~~
- Serves as a subject matter expert in area(s) of specialty or designated responsibility; acts as a liaison/resource to departments, the Chief Administrative Officer, the Board of Supervisors, and other management staff.
- Develops, manages, implements, and maintains major departmental, functional ~~or Countywide~~ impact. —, or Countywide initiatives, programs, or projects; makes decisions with the long term benefit of the County in mind; and coordinates interjurisdictional, interdepartmental, and/or interagency activities; communicates with appropriate County entities.
- ~~Assesses project scope and need, determines funding requirements and alternatives, staffing requirements, etc. —~~
- ~~Plans and organizes complex budgetary, administrative or other studies relating to activities and functions for specified departments.~~
- ~~Identifies problems, determines analytical approach, obtains and analyzes necessary~~

information-

- Provides lead departmental support as assigned; reviews and analyzes departmental operations, policies and procedures, activities, and budgets; provides recommendations and alternative solutions.
- Directs, manages, and monitors assigned teams; plans, prioritizes, and assigns work activities of team members; provides input to team members regarding sensitive and/or complex issues; and provides direction, goals, suggestions, and guidance to team members.
- Evaluates ~~alternative~~ alternative courses of action and makes ~~recommendations~~ recommendations which may include such areas as organizational structure, staffing, facilities, ~~equipment~~ equipment, cost analysis, productivity ~~of, and~~ policy or procedure ~~modifications~~ modifications; negotiates effective solutions with the appropriate department head.
- Coordinates and reviews ~~the~~ preparation of departmental and ~~County-wide~~ Countywide budgets.
- Develops implementation plans and assists in such implementation; ~~maintains liaison with representatives of various~~.
- Represents the ~~County departments, Chief Administrative Officer,~~ and ~~activities~~ Board of Supervisors to other public agencies, community and civic groups, and the general public; responds to and resolves, as appropriate, citizen complaints concerning County operations, procedures, or policies; and, generally assists the public regarding expressed concerns or problems.
- May prepare requests for grant funds ~~and~~.
- May direct the maintenance of ~~appropriate~~ appropriate records; ~~represents the Chief Administrative Officer or others in meetings~~.
- Confers with representatives of other governmental agencies, community groups, boards and commissions, vendors, the public, and others; makes ~~presentations~~ presentations to the Board of Supervisors.
- ~~Provides technical assistance to others on administrative and analytical matters~~.
- May direct and review the work of others on a project or day-to-day basis.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis~~.
- Performs related ~~work~~ duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Education:

~~Equivalent to graduation from a four-year college or university with major course work in business or public administration, economics or a closely related field;~~

~~-and-~~

Experience:

~~Four (4) years of professional level experience in progressively responsible administrative, operations, budgetary or similar management analytical work. Two (2) years of the required experience in a Chief Administrative Office setting, City Manager Office, or comparable public agency dealing with major public policy issues is preferable.~~

Other Requirements:

~~Must possess and maintain a valid driver's license.~~

Knowledge of:

- > Principles, practices, and methods of administrative, organizational, economic, and procedural analysis.
- > Public administration principles and practices, including organization, structure in a municipal setting.
- > Principles and practices of budget development and administration, organizational planning, work measurement, capital improvement programming and planning, and personnel management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to work performed.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- > Business computer user applications, particularly as related to financial and statistical analysis and ~~record keeping~~recordkeeping.
- ~~Applicable laws and regulations.~~
- > Basic supervisory principles and practices.
- 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:

- > Analyze complex and sensitive administrative, budgetary, operational, economic, political, and organizational problems; evaluate alternatives; and reach sound conclusions.
- > Collect, evaluate, and interpret varied information and data, either in statistical or narrative form.
- > ~~Establish~~Conduct complex research projects, evaluate alternatives, make sound recommendations, and maintain positive and prepare effective working relationships with department heads and departmental~~technical~~ staff, reports.
- > Develop, organize, coordinate, and implement varied projects and programs.
- ~~Interpret and apply laws, regulations, policies and procedures.~~
- > Plan, direct, and review the work of ~~a support staff~~others on a project or day-to-day basis.
- > Prepare clear, concise, and complete reports and other written ~~materials~~material.
- > Maintain accurate records and files.
- ~~Coordinate multiple projects~~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.
- > Exercise sound independent judgment within established guidelines.
- ~~Represent the County effectively in meeting with governmental agencies, community groups, boards and commissions, and the public.~~
- 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.

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 with infrequent trips outdoors in all weather conditions.

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; 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, carrying or pushing objects that weigh up to 15 lbs. **Occasional** walking. **Infrequent** standing, reaching, lifting, carrying or pushing objects that weigh more than 15 lbs.

HISTORY

JCN# 1309

Created: JUN 1990

Revised: AUG 1998

Revised: FEB 2004

Revised: APR 2013 – HRD

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, economics, planning, political science, or a closely related field, and four (4) years of advanced professional-level experience in public administration, operations, budgetary, or similar management analytical work. Two (2) years of the required experience in a County Administrative Office setting, City Manager's Office, or a comparable public agency dealing with major public policy issues is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle 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. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform

assigned duties, as well as 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 with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be available to attend meetings outside of normal working hours and work extended hours as needed.