



## Administrative Analyst I/II/III

Class Code:  
420,421,422

### DEFINITION

To assist management by providing a wide variety of administrative, professional and analytical support for an assigned department or division; and to perform related work as required.

### DISTINGUISHING CHARACTERISTICS

Administrative Analyst is responsible for providing administrative, professional, technical and analytical assistance to managers and department heads. Incumbents provide support in areas such as business planning, financial/fiscal management, budget preparation and analysis, purchasing, contract administration and monitoring, cost benefit analysis, human resources, risk management including worker's compensation, claims administration, insurance and employee benefit administration, general administration, and special projects and research requiring quantitative and analytical skills.

**Administrative Analyst I** is the entry-level class in this series. Under general supervision, incumbents perform administrative/analytical support activities of varying difficulty. Incumbents independently perform duties in support of the daily operations of a department/division and conduct special studies and research projects that require a general level of technical knowledge of at least one specified knowledge area.

**Administrative Analyst II** is the experienced, journey-level, in the professional series. Incumbents work independently within established guidelines to provide management with expertise necessary to (1) identify, evaluate and resolve organizational and administrative problems; (2) perform special studies and research involving considerable discretion in determining work methods and resources. Assignments require a thorough level of knowledge of more than one specific knowledge area. Incumbents in this class normally report to a division level manager.

**Administrative Analyst III** is the advanced journey level class in this series. Under limited supervision, incumbents perform the full range of administrative assignments of considerable difficulty. Incumbents perform complex administrative and analytical work requiring interpretation and the use of discretion in the application of specialized technical knowledge and resources. Work may involve recommending changes in division/departmental/District policies, procedures, and processes and developing methods for implementation. Incumbents may provide first level of supervision over other analytical, technical or administrative staff.

### TYPICAL DUTIES

#### **TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Provide project, program, administrative and analytical support to an assigned department or division.
- Participate in the research, development, recommendation and implementation of operational and administrative programs, policies and procedures.
- Participate in, perform, and may oversee, the data collection, compilation, coordination

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- and organization of budget documentation; may develop budget recommendations; assist managers in the administration of division and/or department budget; manage budgets of assigned programs.
- Conduct research and collect, compile and analyze information from various sources on a variety of specialized topics related to assigned programs, new programs and service, budget analysis and feasibility analyses; prepare comprehensive technical, statistical and analytical reports and records; interpret and present data and identify alternative solutions or proposals; make and justify recommendations.
- Prepare periodic and special reports and analyses of operations for management staff, General Manager's Office, Board of Directors, regulatory agencies, funding sources and the public.
- Communicates with and responds to a variety of inquiries from employees, other agencies, and the public; promotes the programs and efforts of the assigned work group as needed.
- Oversees the administration of grants, trust funds and special accounts; reconciles billing for insurance premiums or worker's compensation medical or rehabilitative services.
- Prepares presentation materials and gives verbal presentation to management, employees, task forces, boards, community groups and the public.
- Analyzes, develops, and helps maintain the automation of all programs within areas of responsibility; acts as the liaison with the Information Technology Department.
- Performs specialized and related duties and responsibilities as required.

### REQUIREMENTS

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

#### **Education and Experience:**

Bachelor's Degree from an accredited college or university in public administration, business administration, or a closely related field and;

**Administrative Analyst I:** two (2) years of responsible experience performing administrative support duties for an agency or organization, or an equivalent combination of education, training and experience. Previous experience must have included performing budget, fiscal and/or program analysis and participating in developing programs, policies and procedures, performing research, and preparing analytical reports.

**Administrative Analyst II:** Four (4) years of increasingly responsible experience performing administrative and analytical support duties which include two (2) years of experience at/above the Administrative Analyst I level or its equivalent.

**Administrative Analyst III:** Six (6) years of increasingly responsible experience performing administrative support and analytical duties which includes two (2) years of experience at/above the Administrative Analyst II level or its equivalent.

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### **Knowledge, Skills and Abilities:**

**Knowledge of:** principles and practices of public and/or business administration; principles and practices of budget administration; methods of research, program analysis and report preparation; principles and practices of policy and procedure development; modern office procedures and report writing techniques; application, use and capabilities of computer software programs used to store data and to prepare reports, spreadsheets, graphs, and informational displays; mathematics, statistics and statistical analysis; pertinent federal, state and local laws, codes and regulations; data collection, analysis and interpretation.

**Skill and Ability to:** apply the principles of public administration; work independently under limited or no supervision, exercise independent judgment, and use initiative; analyze, interpret and effectively apply pertinent policies, procedures, regulations and contract provisions; maintain strict confidentiality; effectively handle multiple assignments and maintain attention to detail while working under varying deadlines; read, analyze, evaluate and summarize written materials and statistical data; prepare clear, accurate, and concise reports, correspondence, recruitment and other human resource materials; conduct studies and analyses for assigned functional areas; perform statistical analyses; obtain information through interview; effectively operate a personal computer and standard office equipment; proficiently utilize standard software programs including word processing and spreadsheet applications; communicate effectively, both orally and in writing with people at different levels of an organization and with a variety of those outside the District; establish and maintain effective working relationships with those contacted in the course of the work; and perform the essential duties of the job without causing harm to self or others.

### **Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record.

### **Working Conditions/Physical Requirements:**

The essential functions of this classification are performed primarily in a controlled-temperature office and require the ability to: work evening or weekend hours as needed; sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; walk, bend, stoop and reach to access files, materials and to transport test materials; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and to intermittently lift or carry boxes of files and records weighing up to 20 pounds.

Revised: 04/14

Approved:   
Human Resources/Risk Manager

