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
Administrative Analyst II: Four (4) years of progressively responsible experience performing administrative and support duties for an agency or organization, or an equivalent combination of education, training, and/or experience, as described above.

Skills and abilities include:
- Knowledge of administrative and support procedures and policies.
- Ability to analyze and interpret data.
- Ability to prepare reports and correspondence.
- Ability to communicate effectively, both orally and in writing.

Requirements:
- Bachelor's Degree from an accredited college or university in public administration, business administration, or a closely related field.
- Four (4) years of progressively responsible experience performing administrative and support duties for an agency or organization, or an equivalent combination of education, training, and/or experience, as described above.
- Ability to analyze and interpret data.
- Ability to prepare reports and correspondence.
- Ability to communicate effectively, both orally and in writing.

Responsibilities:
- Performs a variety of administrative and support duties.
- Prepares reports and correspondence as required.
- Communicates with and responds to a variety of inquiries from employees, other agencies, and the public.
- Performs specialized and related duties as required.

Communicates with and responds to a variety of inquiries from employees, other agencies, and the public.

General Manager's Office, Board of Directors, regulatory agencies, funding sources, and the public.
Administrative Analyst I/II/III

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: [Signature]
Human Resources/Risk Manager