



ADMINISTRATIVE ANALYST

FC: AF200
PB: 04

PC: 755
BU: 91 (NR)
March 9, 2005

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs a variety of administrative and technical analytical support duties for assigned department or division; as assigned, participates in administrative and financial processes including budget preparation, purchasing, personnel or payroll; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full journey level class within the Administrative Analyst series. Employees within this class perform the full range of duties as assigned. Incumbents receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Administrative Analyst in that the latter possesses a specialized technical or functional expertise within the area of assignment or may exercise lead supervision over lower level staff.

REPORTS TO

This position may report to a higher level analyst, supervisor, or manager.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Participates in assigned administrative support functions including budget preparation, purchasing, personnel, payroll, and various specialized department programs.
2. Performs a variety of research support duties in assigned department or division; analyzes and makes recommendations for the solution of budgetary, fiscal, or operational concerns and issues.
3. Coordinates or completes forms, paperwork or other administrative procedures to implement program areas including purchase orders, human resources request forms, payroll processing forms and related documents.
4. Prepares basic administrative, operational and management studies; identifies problems; gathers and analyzes data; makes recommendations; prepares reports on conclusions; assists with implementation.

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5. Assists with the budget process; provides input to the department, division and/or project budget; creates data tracking and reporting systems; monitors monthly status.
6. Performs a variety of special projects and programs in assigned area; assists with the development of procedures; obtains resources; implements programs and monitors activities.
7. Provides assistance in resolving operational and administration problems; identifies problem area; conducts research to find alternative solutions; makes recommendations; assists in implementation.
8. Participates in special projects including research of new programs and services, and feasibility analyses.
9. Receives and responds to complaints and questions from the general public relating to assigned area of responsibility; reviews problems and recommends corrective actions; prepares summary reports as required.
10. Coordinates activities with other District departments, divisions, the public and outside agencies; as assigned, represents department or division at various meetings with other departments, divisions, outside agencies and contractors; communicates information and activities with others as appropriate.
11. Relieves supervisor of administrative work such as investigating and answering complaints; investigates issue; responds to writing as necessary.

QUALIFICATIONS

Knowledge of:

Basic principles, practices and methods of administrative and organizational analysis.

Basic principles and practices of budget administration.

Basic principles and practices of accounting.

Principles and practices of program implementation.

Current office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Basic methods and techniques of statistical and financial analysis.

Principles of business letter writing and report preparation

English usage, spelling, grammar and punctuation.

Principles and procedures of record keeping.

Related Federal, State and local laws, codes and regulations.

Skill in:

Performing administrative and technical analytical support duties in a variety of areas including budget preparation, purchasing, personnel and payroll.
Coordinating budget preparation and administration.
Analyzing difficult administrative, operational, and organizational problems.
Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
Evaluating alternatives and reaching sound conclusions.
Interpreting and applying laws, regulations, policies and procedures.
Preparing clear, concise and complete reports and other written materials.
Maintaining accurate records and files.
Working independently in the absence of supervision.
Coordinating multiple projects and meeting critical deadlines.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Communicating clearly and concisely, both orally and in writing.
Operating office equipment including computers and supporting word processing and spreadsheet applications.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, public administration, accounting, economics or a closely related field from an accredited college or university.

Experience:

Two (2) years of (full-time equivalent) verifiable professional level experience in administrative, operational or budgetary analyses.

Substitution:

Additional analytical experience may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 02

