



## ADMINISTRATIVE ANALYST

FC: AA200, AE200  
PG: SEIU-8, AA-BPOA

PC: 713, 078  
BU: 04, 21  
Revised: June 9, 2004

*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**

Under general supervision, performs responsible administrative, systems, statistical and other management analyses in support of department or division activities and functions; makes recommendations for action and assists in policy and procedure implementation; provides budget preparation, analysis and monitoring support; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This class performs difficult analytical work in varied departmental staff support areas as designated by management staff. Projects may include budget, financial or statistical analyses, personnel matters, operations support, policy and procedure development, or other areas specific to the department. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based upon study results. Incumbents covered by SEIU may supervise office support or technical assistants. This class is distinguished from the Senior Administrative Analyst in that the latter is assigned more complex analytical or budgetary projects with greater impact due to the size or scope of the department or division to which assigned and may direct the work of office support, technical assistants or professionals.

### **REPORTS TO**

Incumbents may report to either the Senior/Principal Administrative Analyst, a supervisory or managerial position.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Plans and organizes administrative or management studies related to the activities or the operations of the department to which assigned.
2. Determines analytical techniques and information gathering processes and obtains required information and data for analysis.
3. Analyzes alternatives and makes recommendations regarding such areas as equipment, cost analysis, policy or procedure modifications, etc.
4. Discusses findings with management staff and prepares reports of study conclusions.

## **Administrative Analyst**

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5. Assists in the development and implementation of department or division goals and objectives.
6. Conducts a variety of special projects and programs related to the functions of the department or division to which assigned.
7. Assists in preparing, analyzing and monitoring the annual budget, including gathering information for budget development and monitoring expenditures.
8. Develops, implements and administers special administrative programs related to the functions of the department or division.
9. Coordinates activities with those of other District departments, such as Employee Relations, Safety, and Purchasing depending upon the nature of the project to which assigned.
10. Confers with representatives of other transit or governmental agencies, vendors and others, as required by project assignments.
11. Provides technical assistance to others on administrative and analytical matters.
12. May develop or utilize computer applications to assist with analytical studies.
13. Prepares technical reports, correspondence and other written materials.
14. Directs the work of support staff on a project or day-to-day basis.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles, practices and methods of administrative and organizational analysis.

Public administration principles and practices.

Business computer user applications, particularly as related to statistical analysis and data management.

### **Skill in:**

Analyzing difficult administrative, operational, and organizational problems.

Evaluating alternatives and reaching sound conclusions.

Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.

Preparing, coordinating, administering and monitoring capital and operating budgets.

Interpreting and applying laws, regulations, policies and procedures.

Preparing clear, concise and complete reports and other written materials.

Maintaining accurate records and files.

Directing the work of others on a day-to-day or project basis.

Coordinating multiple projects and meeting critical deadlines.

Exercising sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

**MINIMUM QUALIFICATIONS**

**Education:**

A Bachelor's degree in business or 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, management, systems, operations, budgetary or similar analyses.

**Other Requirements for the BPOA position only:**

Must pass a comprehensive background investigation, which will include fingerprinting and a polygraph inter/evaluation.

Must be able to work various shifts, weekends, holidays and overtime.

May require a valid California driver's license and have a satisfactory driving record.

**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.