



## ASSISTANT ADMINISTRATIVE ANALYST

**JC:** AA100, AF100  
**PG:** SEIU-6; PB-01  
**FLSA:** Non-Exempt

**PC:** 712, 752  
**BU:** 04, 91 (SEIU, NR)  
**Created:** February 17, 1999

**Revised:** April 16, 2001

*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 professional level activities in support of department or division activities and functions; makes recommendations and assists in policy and procedure implementation; assists in budget preparation, analysis and monitoring; assists in administrative, systems, statistical and other management analyses and monitoring support; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the entry level class in the Administrative Analyst series. Initially under close supervision, incumbents perform the more routine budget, financial, personnel, operations and administrative duties. As experience is gained, the duties may become more diversified and are performed under less supervision.

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

1. Assists in planning and organizing operational, administrative or management studies/projects related to the activities of the department assigned.
2. Assists with problem identification and determining analytical techniques and information gathering processes and obtains required information and data for analysis.
3. Under the direction of a journey professional or manager, analyzes alternatives and makes recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
4. May be involved in discussions with management staff and assists with preparation of study conclusions, developing implementation plans and assists in implementing policy and procedural changes.
5. May assist in conducting a variety of special projects and/or programs.
6. May assist in analyzing and monitoring the annual department budget.

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7. Interacts with other District departments, other transit or governmental agencies, vendors and others depending on the nature of the project to which assigned.
8. Utilizes computer applications to support analytical studies.
9. Prepares technical reports and correspondence and other written materials.
10. May direct the work of clerical support staff on a project or day-to-day basis.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Basic principles, practices and methods of administrative, organizational, economic and procedural analysis
- Public administration
- Business computer use applications
- Budgetary preparation and administration
- Contract administration principles and techniques

#### **Ability to:**

- Collect, evaluate and interpret varied information and data either in statistical or narrative form
- Analyze administrative, operational and organizational problems
- Evaluate alternatives and reach sound conclusions
- Prepare clear, concise and complete reports and other written materials
- Work on and coordinate multiple projects and meeting critical deadlines
- Establish and maintain effective working relationships with those contacted in the course of work

### **MINIMUM QUALIFICATIONS**

#### **Education:**

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

#### **Substitution:**

Professional experience such as assisting in planning and organizing operational, administrative or management studies/projects; assisting in budget preparation, analysis and monitoring; and assisting in administrative, systems, statistical and other management analyses 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:**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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**BART EEO-1 Job Group:** 3500 - Professionals  
**Census Code:** 0710 - Management Analysts  
**Safety Sensitive:** N