



## TIME AND LABOR ADMINISTRATION ANALYST (ATU)

JC: 000068

PC: 741

PG: 741

BU: (ATU)

FLSA: Non-Exempt

Created: September 2010

*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 more complex administrative and technical analyses in support of Time and Labor Administration Division functions and activities. As assigned, participates in Time and Labor problem-solving analysis and trouble-shooting services, including monitor and review of queries related to time and labor administration; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This position is responsible for performing the more complex specialized technical and analytical functions within the Time and Labor Administration Unit. Employees in this class exercise independent judgment in the performance of most duties. This class is the full journey level for the Time and Labor Administration Analyst series. This class is distinguished from the Senior Time and Labor Administration Analyst in that the latter possesses specialized technical and/or functional expertise, and is given the most challenging analytical and technical assignments among Time and Labor Administration Unit staff.

### **REPORTS TO**

This position reports to the Manager of Time and Labor Administration.

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

1. Performs a variety of administrative and analytical support activities related to the Time and Labor processes, including complex activities. Activities include scheduling and monitoring the Time Administration process; creating and running queries; and resolving errors, including complex errors, associated with the Time Administration process.
2. Performs a variety of Time and Labor troubleshooting and support activities, including coordinating the resolution of audit discrepancies supporting crew office, Transportation Administration Specialists, foreworkers, supervisors, and managers in troubleshooting process issues; and in resolving time exceptions.

## **Time and Labor Administration Analyst (ATU)**

Page 2

3. As necessary, develops, runs, and performs preliminary analysis on queries that provide data on a variety of Time and Labor Administration or related issues.
4. Works with Payroll staff on payable time load and coordinates with crew office, Transportation Administration Specialists, foreworkers, supervisors and managers on required last-minute updates.
5. Performs a variety of special projects and assignments related to the Time and Labor aspects of development and maintenance, including testing patches and fixes, and developing specifications for required reports and/or Time and Labor rules.
6. Monitors and documents new system procedures or modules and updates user processes and training manuals as assigned
7. Maintains records and prepares periodic and/or special reports of work performed as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Automated timekeeping systems.

Principles and practices of program development, implementation and administration.

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

Basic principles and practices of accounting.

Basic principles and practices of system testing.

Latest technology related to office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

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 payroll, financial, and information systems and other written materials.

Preparing clear and concise administrative and financial reports.

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

Evaluating alternatives and reaching sound conclusions.

Interpreting and applying laws, regulations, policies and procedures.

Maintaining accurate records and files.

Working independently in the absence of supervision.

## **Time and Labor Administration Analyst (ATU)**

Page 3

Coordinating multiple projects and meeting critical deadlines.

Establishing and maintaining effective working relationships with those contacted in the course of the 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 or public administration, 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 analyses, which must have included hands-on experience with running standard processes as well as manipulating data as part of automated timekeeping systems.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

### **WORKING CONDITIONS:**

#### **Environmental Conditions:**

Office environment; exposure to electronic equipment.

#### **Physical Conditions:**

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

**EEOC: 02**

**Safety Sensitive Designation: No**