



ADMINISTRATIVE ANALYST

DEFINITION

Under direction, provides varied, complex and confidential administrative, management, and operational analysis in support of a department, division or program(s); areas of responsibility include, but are not limited to, policy development, budget, finance, human resources, and related functional areas; analyzes practices, procedures and data; makes recommendations for organizational, operational, financial, policy, staffing, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations; oversees and administers a variety of contracts; and performs related duties, assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently assuming responsibilities in support of management staff by serving as a professional-level resource for organizational, managerial, and operational analyses and studies, requiring the interpretation and application of policies, procedures, and regulations. Positions in the classification rely on experience and judgment to perform their assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes upon approval; prepares comprehensive technical records and reports.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the division to which assigned.
- Coordinates and performs professional-level administrative and programmatic work in such areas as human resources programs including labor and employee relations, grievances and investigations; financial areas such as budget development and financial reporting; contract administration; policy development and related administrative support areas; ensures compliance with federal, state, local, and funding agency regulatory and reporting requirements and applicable laws, regulations, and professional practices.
- Oversees and participates in the development and administration of division budgets; gathers and analyzes financial data; formulates recommendations and supporting documentation; monitors revenues and expenditures; investigates the need for budget allocations during the fiscal year; identifies and recommends resolutions for budgetary challenges.

- Reviews and/or prepares policies and procedures in assigned division; conducts research on best practices relative to division operations; makes recommendations for changes and implements decisions.
- Evaluates division operations from an organizational assessment perspective including staffing levels, organizational structure, and related metrics; works with management on goals and objectives; gathers data from similar districts using structured surveys; conducts benchmarking and prepares recommendations for operational and/or staffing changes; works with management on implementing changes.
- Reviews, prepares and administers contracts for assigned program or project areas; monitors contracted services performance relative to District quality standards and expectations and takes corrective actions when the standards are not met.
- Conducts comprehensive research projects on a diverse range of topics; gathers, evaluates and analyzes data and information; formulates conclusions and recommendations.
- Prepares complex reports, manuals, bid proposals, requests for proposals and other documents for special projects, programs and research; presents findings.
- Represents the division and the District on various boards and committees and with a variety of public agencies and community groups and organizations; attends meetings, ensuring the District's views and interests are represented.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field related to the area of assignment; researches best practices and recommends their application to District operations.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Administrative principles and methods, including goal setting, planning, and program development and implementation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Research and reporting methods, techniques, and procedures.
- Statistical analyses and various methods of presentation of data and recommendations.
- Principles and practices of business and public administration as applied to the assigned division or program.
- Project and/or program management including, but not limited to, human resources, finance, budgeting, policy development, and other related programs areas.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contract negotiation, preparation, and evaluation.
- Research methods and techniques.
- Methods and techniques of preparing comprehensive reports and business documents.
- Budgetary principles and practices.
- Mathematical and statistical principles.
- Sources of information related to a broad range of District programs, services, and administration.
- Recent and on-going developments, current literature, and sources of information related to the operations of the department, division, or program.

- Recordkeeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and conduct effective management, administrative, and operational studies.
- Conduct research on a wide variety of administrative topics including contract feasibility, policy development, human resources, budget development, organizational assessment, staffing options and related operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Assist in the development of goals, objectives, policies, procedures, and work standards for the department, division, or program.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Perform administrative work involving the use of independent judgement and personal initiative in assigned area.
- Perform complex mathematical and statistical analyses.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Effectively represent the department and the District in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, human resources management, finance, or a related field.

Experience:

- Three (3) years of professional experience performing administrative and management analyses and studies.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.