



## ADMINISTRATIVE ANALYST

**CLASS SUMMARY:** To perform difficult and complex administrative analytical work involved in the study of organization and systems directed toward improving the efficient attainment of department objectives and purposes; to collect, organize, analyze and interpret data; to prepare detailed research, studies, reports and recommendations; and to perform related duties as assigned.

**CLASS CHARACTERISTICS:** This is the entry/journey level in the Administrative Analyst series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Administrative Analyst in that the latter performs the most difficult administrative analytical work and may provide limited technical supervision over other professional and support staff.

**SUPERVISION RECEIVED:** Receives direction from the departmental supervisor or manager, and may receive technical and functional supervision from a Senior Administrative Analyst.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Conducts research and studies as assigned by administrative officials.
2. Performs a variety of duties related to special assignments and projects.
3. Investigates, studies, analyzes, and prepares reports and recommendations on such areas as operating and organization procedures, pending and approved state and federal legislation and cost comparison.
4. Collects, organizes, analyzes and interprets data relating to operations, including such areas as policies, functions, organizational structures, forms and procedures, work output, space and physical layouts and types and effectiveness of equipment.
5. May attend meetings in the absence of the administrative official.
6. Prepares organization and work flow charts.
7. Conducts surveys of practices in other jurisdictions.
8. Prepares proposals for new and adjusted services to include finance, staffing and organization requirements; reviews budget requests in conference with department heads.
9. Investigates proposals for new programs, services, equipment and personnel;

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10.	prepare reports recommending adjustments in proposals.
11.	Prepares procedural manuals.
12.	Prepares financial studies, revenue estimates and forecasts.
13.	Designs and controls the utilization of forms.
14.	Prepares reports and presents recommendations in connection with studies and projects.

**Knowledge of** (position requirements at entry):

- Principles of public administration and management including principles, practices and methods of administrative and management analysis.
- Public financing, budgeting and accounting.
- Functions, operations and objectives of County government.
- Basic principles and practices of public personnel administration.
- General principles of statistics and accounting.
- Computers and computer applications.
- Report writing methods and techniques.
- Effective public information and relations techniques.

**Skills in** (position requirements at entry):

- Initiate research studies and reports including the collection, organization, analysis and development of administrative and management recommendations.
- Prepare written analysis, recommendations and complex reports.
- Evaluate and recommend improvements in operations, systems, procedures, policies and methods.
- Analyze situations and adopt an effective course of action.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience** (positions in this class typically require):

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, organizational analysis, accounting, finance, or a related field. One year of responsible administrative staff support and analytical experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**NOTE:** This position is represented by AFSCME Local 2831.

**Classification History:**

FLSA Status: Exempt