ADMINISTRATIVE ANALYST SERIES

Definition:

Under varying levels of supervision assists in the operation of a variety of activities within an assigned department or major program; manages projects; analyzes data; prepares reports and makes recommendations; provides a wide variety of administrative assistance and performs related work as required.

Class Titles

Administrative Analyst I
Administrative Analyst II
Senior Administrative Analyst

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Researches, compiles, organizes and interprets data for management review.

Analyzes administrative and operational problems and recommends adjustments.

Reviews and evaluates forms and manuals and recommends changes.

Composes and issues correspondence and prepares a variety of reports independently.

Coordinates services and activities with other City departments/divisions and with outside agencies and organizations.

Interacts with City personnel, the public and representatives of other agencies in the review, analysis, adjustment and implementation of City programs and policies.

Administers or assists in administering service contracts.

Prepares or assists in preparing the department budget, monitors the budget and expenditure of funds and approves expenditures as appropriate.

Analyzes legislation and prepares reports concerning the potential impact of same.

Receives and responds to citizen and vendor related inquiries and concerns.

Makes oral and written presentations.

Reviews the minutes of citizen commissions and summarizes the highlights for review by management.

Conducts a variety of meetings, may provide staff assistance to commissions or other groups and serves as a departmental or City representative at meetings as assigned.

Conducts on-site inspections of project/program work depending on area assigned.

Monitors the work of assigned staff and provides direction as needed.

Prepares or coordinates the preparation of grant applications and conducts the administrative action necessary to implement grants when received.

Develops training seminars and programs and may serve as an instructor or facilitator for same.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business depending on area assigned.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Conducts tours of City facilities.

Lifts and carries boxes of files and records weighing 30 pounds or less.

Class Characteristics:

Administrative Analyst I is a multi-incumbent entry level class used for the purposes of recruiting and training in the general field of public administration. An incumbent may have limited experience and normally works under direct supervision. Administrative Analyst II is a multi-incumbent, trained, responsible class. Incumbents are experienced in and knowledgeable of general public administration and are assigned wider responsibilities, great operating independence and more difficult duties than an Administrative Analyst I. An Administrative Analyst II normally works under the general supervision of department or division head. Senior Administrative Analyst is a multi-incumbent, confidential class. Incumbents are completely familiar with municipal organization, policies and procedures. Under limited supervision, Senior Administrative Analysts have complete responsibility for a broad range of assignments, perform special tasks and conduct programs on an independent basis, may participate in the collective bargaining process as a member of the City's bargaining team and perform supervisory duties.

Contacts and Relationships:

An Administrative Analyst I has the majority of their interaction within their own department, although some contact may be made with other City departments and the public. An Administrative Analyst II has wider contact including substantial interaction with other City

departments, a wide scope of public contact and vendor contact. At the Senior Administrative Analyst level, interaction increases to include the City Manager, department heads and representatives of public and private agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

Administrative Analyst I - Knowledge of:

Principles of public administration, organization and management.

Techniques and methods of administrative analysis and research.

Methods of making oral and written presentations.

English usage, spelling, grammar and punctuation.

Computer applications as they relate to area assigned.

Customer relations techniques.

AND

Administrative Analyst I - Ability to:

Conduct effective, responsible research and analysis.

Communicate effectively orally and in writing.

Prepare comprehensive reports and make oral presentations.

Use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

Administrative Analyst II - Knowledge of those items listed under "Knowledge of" for Administrative Analyst I plus the following:

Municipal government structure.

Current trends in public administration.

AND

Administrative Analyst II - Ability to do/perform those items listed under "Ability to" for Administrative Analyst I plus the following:

Draw conclusions and make recommendations based on data.

Organize and conduct meetings.

Senior Administrative Analyst - Knowledge of those items listed under "Knowledge of" for Administrative Analyst I & II plus the following:

Advanced methods and techniques of analysis and research.

Municipal budget development.

Effective supervisory techniques.

Conflict resolution and negotiation techniques.

AND

Senior Administrative Analyst - Ability to do/perform those items listed under "Ability to" for Administrative Analyst I & II plus the following:

Conduct independent and professional research.

Develop and implement City-wide programs.

Negotiate with vendors.

Supervise, train and evaluate assigned staff.

A typical way to obtain the knowledge and abilities is as follows:

Education – All Classes in this Series:

A Bachelors Degree from an accredited college or university in business, public administration or a closely related field.

AND

Experience:

Administrative Analyst I:	None
Administrative Analyst II:	Two years of experience at the Administrative Analyst I level or equivalent in a public sector setting.
Senior Administrative Analyst:	Two years of experience at the Administrative Analyst II level or equivalent in a public sector setting.

Special Requirements – All Classes in this Series:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Special / Other Requirements – Senior Administrative Analyst:

The City of Fullerton's Conflict of Interest Code requires that the Senior Administrative Analyst file financial disclosure statements in accordance with state and local laws.

A related graduate degree or completion of some graduate level course work is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site at various locations depending on the assignment/project. Office work requires sitting for periods of time and the use of a computer keyboard and screen. When on-site, the incumbent may be exposed to the elements and vehicular traffic and may walk on slippery/uneven surfaces or slopes. The incumbent stands, kneels, bends, crouches, twists and may grasp, lift, carry, push, pull and drag boxes of files and records weighing 30 pounds or less and, depending on area assigned, drive a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation:

Administrative Analyst I:	Non-exempt.
Administrative Analyst II:	Exempt.
Senior Administrative Analyst:	Exempt.

Class History:

Revised July 2003
Revised August 1995