

ADMINISTRATIVE ANALYST I  
ADMINISTRATIVE ANALYST II

DEFINITION

To perform a variety of complex, professional, analytical and administrative support activities for a department; to coordinate the procedural and administrative aspects of a special project or study and perform comprehensive research and analyses on a wide range of municipal services; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst I - This is the entry level class in the professional Administrative Analyst series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Administrative Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Administrative Analyst II - This is the journey level class in the professional Administrative Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Administrative Analyst I

Receives general supervision from an assigned supervisor; and may receive technical and functional supervision from a higher-level staff.

Administrative Analyst II

Receives direction from an assigned supervisor; and may receive technical and functional supervision from higher-level management or department personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide responsible professional and technical assistance in the development, administration and implementation of City programs; assist in formulating program policy, goals and procedures; collect and compile relevant data supporting recommendations.

Assist in the development of new program elements and program modifications as necessary to meet goals and objectives; monitor and coordinate the daily operation of assigned program areas; and, perform analytical work and maintain appropriate records and statistics.

Provide highly responsible analytical staff assistance including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance and services.

Respond to complaints and requests for information from the public and City staff; research requested information and determine appropriate resolutions; and, manage, direct and coordinate special projects and programs as assigned.

Assist in the preparation of the budget; make budget recommendations relative to assigned program areas of responsibility; coordinate and compile budget recommendations prepared by other staff; research past expenditures; and, project future expenditures.

Monitor the budget on a daily basis; review purchase requisition and ensure funds are available and that request is authorized; manage and analyze multiple Federal, State and local funding sources.

Prepare grant proposals; monitor active grants to ensure that stipulations and regulations regarding the use of funds are met; and, maintain appropriate records.

Prepare and administer contracts and memorandums of understandings; participate in and assist with coordinating or facilitate internal department and City-wide committees and staff meetings; and, coordinate training and volunteer activities.

Staff various committees established by the City Council; prepare agendas and minutes; and, assist with research and other support as needed.

Participate in office management functions; conduct surveys and perform research and statistical analyses; prepare related reports including staff reports; and, compile materials and assist in the preparation of reports, manuals and publications.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

## Administrative Analyst I

### Knowledge of:

Principles and practices of public administration.

Management and research techniques and procedures and methods of report presentation.

Principles of grant administration.

Principles and techniques of data collection, statistical analysis and report preparation.

### Ability to:

Perform a variety of professional, analytical and administrative support activities for a department; to coordinate the procedural and administrative aspects of a special project or study and perform research and analyses on a wide range of municipal services.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Read, analyze, interpret and evaluate data; prepare high quality reports, procedure manuals, and presentations including recommendations; prepare press releases using analytical writing skills.

Assist in the development, monitoring and administration of the department budget.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Some local government administrative experience including program analysis is desirable.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration or a related field.

### License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

### Administrative Analyst II

In addition to the qualifications for the Administrative Analyst I:

#### Knowledge of:

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Principles and practices of public administration, public relations and educational techniques and methodology.

Practices and methods of conducting studies and providing project leadership and coordination.

Current trends in emergency preparedness and disaster planning; IIPP.

Principles and practices of basic human resources administration.

Ability to:

Design, plan, and coordinate complex projects including to provide effective functional or project coordination and leadership.

Diagnose problems of a more complex nature.

Respond to complaints, questions and requests for information from the public and others related to assigned area; and work effectively with community groups and organizations.

Effectively manage conflicting priorities and present information to managers, officials and the general public.

Experience and Training

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

Experience:

Two years of responsible experience similar to Administrative Analyst I with the City of Healdsburg.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.