

ADMINISTRATIVE SERVICES ANALYST IDEFINITION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, performs routine administrative and analytical work that may involve and/or emphasize the functional areas of: general and administrative support, fiscal and contract management, program analysis and compliance, and/or staff development and training; incumbents gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees, and others to give and receive information; prepare reports and make recommendations on procedures, policies, and program/functional issues and alternatives; prepare correspondence and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the professional Administrative Services Analyst series. Incumbents at this level typically perform analytical assignments that are relatively routine, repetitive, and limited in scope and make decisions based on well-defined parameters, using moderate independent judgment. Incumbents may enter the series at this level and, therefore, may initially work under close supervision. However, as experience is gained, an incumbent works with less supervision and more independence. This not a flexibly allocated level; therefore, incumbents do not automatically promote to the II level after one year.

This class can be distinguished from the higher-level class of Administrative Services Analyst II because incumbents in that class typically work under direction to perform moderately difficult and complex journey-level administrative and analytical duties. At that level, work often emphasizes one or more specialized functional areas such as general and administrative support, fiscal and contract management, program analysis and compliance, and/or staff development and training. The Administrative Services Analyst II class generally requires incumbents to use substantial independent judgment to analyze, resolve, report on and administer complex issues, including those that are unusual and/or fall outside established parameters.

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

Typical duties related to general and administrative support functions:

Compiles and analyzes routine data; makes basic recommendations on the formulation of policy, procedures, staffing and organizational changes.

Administrative Services Analyst I
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08
Rev.- 07/01/11
Rev.-6/17/14

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #11-7/5/11
M.O.#22c-6/17/14

Conducts a variety of routine surveys; performs routine research and statistical analyses on administrative, fiscal, personnel, and/or programmatic issues.

Performs basic analytical and technical work in the formulation and administration of department or division budgets, development and management of grants and contracts, management of department level procurement, and/or personnel functions.

Participates and assists in coordinating the design, implementation, and installation of new and revised computer programs, systems, software, procedures, methods of operation and forms.

Assists in coordinating and overseeing the administrative functions of the department; compiles materials; develops and prepares moderately complex reports, correspondence, manuals, publications, and other documents; obtains management review and approval as needed.

Coordinates departmental activities with other departments, divisions, units, and outside agencies; represents the department in committee meetings; responds to complaints and requests for information.

Analyzes basic administrative systems and practices, develops and recommends modifications and enhancements; coordinates implementation of changes.

Typical duties related to fiscal and contract management functions:

Performs basic fiscal analyses and prepares recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities.

Assists in developing and preparing budgets for management review and approval; assures proper expenditure coding, document preparation, and other financial-related activities; monitors budget expenditures.

Assists with providing departmental fiscal and accounting oversight by monitoring and managing contracts, grants, complex programmatic billing, collection and reconciliation, and other funding and expenditure sources.

Drafts requests for proposals, bids, quotes, information, contracts, reports, and other fiscal documents.

Assists in analyzing and interpreting contracts, and coordinating the resolution of contract disputes and disagreements.

Typical duties related to program analysis and compliance functions:

Assists with planning, identifying and analyzing program administration problems and develops solutions.

Reviews regulatory materials to evaluate program impact; assists with the review and revision of current systems, policies and procedures.

Participates in coordinating multi-disciplinary groups for program systems review. Assists in developing program compliance procedures.

Reviews and analyzes legislation, state mandated regulations and procedures to determine impact on departmental operations.

May assist in investigations related to civil rights issues in departmental programs and services, state hearing issues, and issues related to unethical and improper conduct; may assist and participate in training and education programs regarding such issues.

Typical duties related to staff development and training functions:

Assists with planning, developing and coordinating training, education, and staff development programs.

Prepares training curricula and materials; arranges and coordinates trainers and facilitators, arranges and coordinates facilities for training as well as audio-visual and other equipment; conducts and facilitates training as assigned; instructs participants in a variety of departmental processes.

Helps develop, administer and analyze department training needs; reviews and evaluates training requests; consults with subject matter experts and others as appropriate.

Assists in analyzing the effectiveness of departmental training programs.

QUALIFICATIONS:

Required for general and administrative support functions:

Knowledge of:

General principles and practices of public and business administration.

Basic governmental functions and organization.

Ability to:

Gather and analyze complex data.

Identify problems and central issues.

Reason logically and critically.

Perform, analyze and document research.

Read and understand laws and regulations.

Research legislative issues; read and interpret operating procedures and regulations.

Recommend and implement changes and improvements.

Speak and write effectively.

Establish and maintain effective working relationships.

Work independently and accept increasing responsibility.

Analyze policies, procedures and programs and make effective recommendations.

Utilize computer hardware, software and peripherals to accomplish work objectives.

Required for fiscal and contract management functions:

Knowledge of:

Basic professional accounting principles.

Methods and procedures of governmental budget preparation and control.

Statistical analysis methods.

Financial statement preparation.

Purchasing principles and practices and laws of public contracting and purchasing.

Ability to:

Perform budget, grant, contract analysis, preparation and monitoring.

Analyze and make effective recommendations regarding financial and accounting procedures.

Read, understand and interpret rules, regulations, and laws as they apply to purchasing and contracting.

Required for program analysis and compliance functions:

Knowledge of:

Principle, methods and techniques of community organization and development, program planning and design, grant writing, budget development, and program evaluation

Theories, principles, goals and objectives of public social service; laws, rules, and regulations governing assigned program areas.

Ability to:

Apply social service planning principles and techniques to problems and issues.

Build coalitions among groups with differing needs and objectives.

Plan and evaluate social service programs.

Required for staff development and training functions:

Knowledge of:

Principles and practices of effective leadership.

Principles and practices of training and staff development.

Effective communication, facilitation methods, and aids used for training programs and presentations.

Ability to:

Support departmental training objectives.

Provide leadership over task forces, committees, teams and/or staff.

Speak effectively and convey ideas clearly while facilitating group discussions and training sessions.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of the required experience and education listed below that provides the required knowledge and abilities is acceptable. A typical way of getting the knowledge and abilities is outlined below:

Experience:

One (1) year of general administrative support experience in a professional or technical capacity;

AND

Training:

Possession of a bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, organizational development, social work, education, human resources, or a closely related field.

Substitution: Additional progressively responsible experience in any of the functional areas noted above may be substituted for the required education on a year-for-year basis up to a maximum of two years.

License:

Some positions in this classification may require incumbents to possess and maintain a valid

California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

WORKING CONDITIONS:

Mobility - Frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs.

Lifting - Frequently 5 lbs or less; occasionally 5 to 30 lbs.

Visual - Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity - Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors - Frequent decision making, concentration, and working alone; and occasional public contact.

Special Requirements - Some assignments may require occasional working weekends, nights, and/or occasional overtime; and occasional travel.

Environmental Conditions - Occasional exposure to noise, dust, and poor ventilation; occasional exposure to varied weather conditions.