

ADMINISTRATIVE SERVICES ANALYST II

DEFINITION

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 direction, performs moderately difficult and complex 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, 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 performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey-level class in the professional Administrative Services Analyst series. At this level, incumbents use substantial independent judgment to make decisions on work issues, including those that are unusual or fall outside of established parameters. Incumbents often perform duties that are highly specialized to the work unit, emphasizing one or more of the following functional areas: general and administrative support, fiscal and contract management, program analysis and compliance, and staff development and training. Consequently, specialized recruitments may be held to attract applicants by functional area.

This class can be distinguished from the entry-level class of Administrative Services Analyst I because assignments at that level are more routine and repetitive in nature than those assigned to an Administrative Services Analyst II, and are performed under greater supervision and have less authority to act.

This class may also be distinguished from the higher-level of Administrative Services Analyst III because incumbents in that class perform advanced and highly complex assignments that typically include comprehensive responsibility for overseeing one or more complex administrative functions for an entire department, as well as supervision of staff.

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

Typical duties related to general and administrative support functions:

Compiles and analyzes moderately complex data; makes comprehensive recommendations on the formulation of policy, procedures, staffing and organizational changes.

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 surveys; performs moderately complex research and statistical analyses on administrative, fiscal, personnel, and/or programmatic issues.

Performs moderately difficult and complex 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.

Coordinates the design, implementation, and installation of new and revised computer programs, systems, software, procedures, methods of operation and forms.

Coordinates and oversees 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 complex administrative systems and practices, develops and recommends modifications and enhancements; coordinates implementation of changes.

Typical duties related to fiscal and contract management functions:

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

Develops and prepares budgets for management review and approval; assures proper expenditure coding, document preparation, and other financial-related activities; monitors budget expenditures.

Provides departmental fiscal and accounting oversight by monitoring and managing contracts, grants, and other funding and expenditure sources.

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

Analyses and interprets contracts and coordinates the resolution of contract disputes and disagreements.

Typical duties related to program analysis and compliance functions:

Plans, identifies and analyzes program administration problems and develops solutions.

Reviews regulatory materials to evaluate program impact; reviews and revises current systems, policies and procedures.

Coordinates multi-disciplinary groups for program systems review.

Develops program compliance procedures.

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

Typical duties related to staff development and training functions:

Plans, develops and coordinates training, education, and staff development programs.

Prepares training curricula and materials; arranges and coordinates trainers and facilitators, arranges and coordinates facilities for training; instructs participants in a variety of departmental processes.

Develops, administers and analyzes training needs; reviews and evaluates training requests; consults with subject matter experts and others as appropriate.

Analyses the effectiveness of training programs.

QUALIFICATIONS:

Required for general and administrative support functions:

Knowledge of:

Advanced principles and practices of public and business administration; 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:

Professional accounting principles.

Advanced methods and procedures of governmental budget preparation and control.

Advanced statistical analysis methods.

Financial statement preparation.

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

Ability to:

Perform budget, grant, and 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:

Principles, 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 services.

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 /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 ability is acceptable. A typical way of getting the knowledge and abilities is outlined below:

Experience:

Either one (1) year as an Administrative Services Analyst I in Glenn County; or three (3) years of professional analytical journey level experience in any of the functional areas required by the position: general and administrative support, fiscal and contract management, program analysis and compliance or staff development and training.

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 professional level 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; occasional travel.

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