

**ADMINISTRATIVE SERVICES ANALYST III**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 general direction, performs very difficult and highly complex administrative and analytical duties that 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; may supervise professional, technical, and clerical staff as an ancillary duty; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced level and supervisory classification in the Administrative Services Analyst series. Incumbents perform highly complex assignments and typically have broad responsibility for overseeing one or more administrative functions for an entire department. Incumbents typically oversee and administer segments of a department's operations, extensively develop and prepare a departmental budget, extensively oversee a large and complex program, independently administer a staff development and training program within a department, and/or perform other assignments that require an advanced level of knowledge and skill, as well as the use of highly independent judgment. Incumbents often work on specialized projects containing a high number of complex and difficult tasks and assignments.

In addition to the preponderant advanced analytical role of positions in this class, an incumbent may be assigned to lead or supervise other professional, technical and clerical support staff.

The duties of an Administrative Services Analyst III generally focus on one or more specialized functional areas including general and administrative support, fiscal and contract management, program analysis and compliance, and/or staff development and training. Consequently, specialized recruitments may be held to attract applicants by functional area.

This class may be distinguished from the Administrative Services Analyst II class because incumbents in the lower class provide journey-level support usually within a division or segment of a department. Typically, the work of the Administrative Support Analyst II has a narrow departmental impact compared to that of an Administrative Services Analyst III. Frequently, but not always, a department may have several Administrative Services Analyst II's performing similar work within a functional area. In contrast, a single position of Administrative Services Analyst III is more appropriate when overall administration of the function is assigned.

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

Administrative Services Analyst III  
 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

**Typical duties related to general and administrative support functions:**

Gathers, compiles and analyzes data regarding complex department operations; reviews and analyzes organizational studies, policies, procedures, budgetary requirements, departmental personnel management practices, and other aspects of agency operations; prepares reports and makes recommendations on departmental policies, procedures, and operations.

Reviews and analyzes complex legislation, state mandated regulations and procedures, and relevant court decisions to determine impact on departmental operations; makes recommendations for necessary actions.

Handles highly specialized assignments with department-wide responsibilities such as acting as the departmental personnel or staff development officer, budget officer, or program administrative manager.

Coordinates monitors and directs the acquisition, allocation and use of equipment, supplies, telecommunication systems, office and facility space records storage and retrieval systems, and forms; conducts research and develops procedures to improve efficiency and cost-effectiveness; monitors expenditures.

Represents the department in meetings with personnel from other departments and agencies; may lead and supervise other professional, technical and clerical staff.

**Typical duties related to fiscal and contract management functions:**

Performs complex fiscal analyses; prepares recommendations regarding the status of various fund balance projections, fiscal transactions, and related financial activities for an assigned department; may direct and review the work of unit staff in performing fiscal analyses and preparing recommendations.

Develops the most complex departmental budgets; may direct staff involved in the development of the budget or a portion of the budget, including the proper expenditure coding, document preparation, and other financial-related activities; monitors budgets for various units and projects.

Assures fiscal accounting oversight, monitoring, management of contracts, grants, and other funding and expenditure sources.

Prepares and writes requests for proposals, bids, quotes, and requests for information, contracts, reports, and correspondence.

Oversees and participates in contract development, monitoring, interpretation, and resolution of contract disagreements.

**Typical duties related to program analysis and compliance functions:**

Plans, identifies and analyzes complex program administration problems for a department and develops solutions; may direct staff providing program analysis and compliance duties.

Reviews regulatory materials for program impact and possible review and revision of current systems and procedures.

Coordinates multi-disciplinary groups for program systems review; develops program compliance procedures.

Coordinates investigations related to civil rights issues in departmental programs and services, state hearings 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:**

Oversees and coordinates a departmental-wide staff development and training program; plans, coordinates, presents, and/or facilitates training, education, and staff development activities.

Oversees and directs the preparation of training curricula and materials; assures that trainers' and facilitators' needs are met.

Monitors training and assures their quality; develops training programs based on needs assessments; evaluates program effectiveness and resolves inadequacies.

**QUALIFICATIONS:**

**Required for general and administrative support functions:**

Knowledge of:

Advanced principles of public and business administration.

Agency organization and departmental relationships.

Departmental programs goals, requirements and operations; and community needs and resources.

Principles and practices of effective supervision and leadership.

Ability to:

Handle highly difficult and sensitive issues and projects.

Analyze complex problems, select alternatives, determine consequences of proposed actions and implement recommendations in support of departmental objectives.

Understand, interpret, and apply complex laws, rules, and regulations as they relate to various areas of responsibility.

Collect, interpret and evaluate complex narrative and statistical data pertaining to fiscal and management matters.

Communicate effectively in writing in order to prepare a variety of complex reports, correspondence, and memoranda.

Establish and maintain effective a wide range of working relationships, including those with management and executive staff.

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

Supervises the work of subordinate support staff as assigned.

Analyze complex 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:

Advanced methods and procedures of governmental budget preparation and control, professional accounting principles and practices.

Advanced statistical analysis methods; financial statement preparation.

Advance purchasing principles and practices; laws and regulations related to public contracting and purchasing.

Ability to:

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

Analyze and make effective recommendations regarding financial and accounting procedures.

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

**Required for program analysis and compliance functions**

Knowledge of:

Advanced principles, methods, and techniques of community organization and development, program planning and design, grant writing, program budget development, and program evaluation.

Advanced theories, principles, goals, and objectives of public social services.

Laws, rules, and regulations governing assigned social services areas.

Ability to:

Apply complex social services 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:

Advanced principles and practices of effective leadership.

Advanced principles and practices of training and staff development.

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

Ability to:

Develop departmental training goals, objectives, and plans.

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

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

**EXPERIENCE AND TRAINING GUIDELINES:**

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

Experience:

One (1) year of experience as an Administrative Services Analyst II in Glenn County; or four (4) years of professional journey level analytical, administrative, professional, managerial, or supervisor experience in any of the functional areas required by the position: general and administrative support, fiscal and contract management, program analysis and compliance, and/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, human resources, organizational development, social work, education, 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.