



ADMINISTRATIVE ANALYST

FLSA Status: Exempt

Confidential

Adopted: March 2016

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

GENERAL DEFINITION

Under general supervision, performs highly responsible, confidential work in the functional areas of District operations and administration; employee benefits, recruitment and selection; risk management; and labor negotiation support, and information technology including phone and web services. Assists in the development and administration of District programs, policies, and procedures; provides varied, complex research, analysis, and documentation in support of the District goals, programs, and planning. Incumbents work with considerable discretion and independent judgment, advising staff and making recommendations, which may have the effect of finality. May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- Evaluates policies and procedures and recommends and implements changes to improve efficiencies or ensure compliance with guidelines, laws or regulations.
- Conducts special research projects, including gathering, compiling and analyzing information; provides alternatives and makes recommendations on courses of action.
- Prepares complex reports, manuals, , requests for proposals and other documents for special projects, programs and research.
- Answers questions and assists in resolving problems requiring professional advice.
- Compiles information and maintains complex databases for tracking information for reporting purposes.
- Prepares and administers contracts for projects and programs including determining sources and vendors, coordinating activities and tracking expenditures.
- Assists in preparing budgets by coordinating and compiling data.
- Receives and responds to questions from the public, outside agencies and District staff.
- Provides information, statistical analysis, and surveys for salaries and benefits.
- Performs professional activities related to employee recruitment and selection.
- Interprets and explains memoranda of understanding, resolutions and personnel rules and regulations to managers and employees.

- Performs professional analytical activities and participates in the administration and analysis of the District's benefits programs including Workers' Compensation, safety, health, training, disability, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation, retirement and leave.
- Assists in the review, and administration of benefits contracts and consultants providing benefits advice to the District; provides benefits information and related materials and prepares benefits-related policies and procedures.
- Assist with labor negotiations by gathering data and making recommendations.
- Maintains well-organized personnel files.
- Coordinates the purchase, delivery, and ongoing servicing of the District's phone, internet, and computer software and hardware systems.
- Assists in the research, analysis, development, maintenance and administration of policies, practices and procedures.
- Interprets and explains District policies to managers and employees.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, functions and practices of public administration including human resources/personnel administration, classification, recruitment, benefits, contract compliance and management.
- Principles and practices of statistical analysis and research methods.
- Local, state and federal laws pertaining to benefits, leaves, risk management, contract administration, reporting requirements.
- Sources and availability of information.
- Basic principles of program and budget development, work planning and organization.
- Office methods, procedures, software and equipment.

Ability to:

- Interpret and explain District personnel and operational policies, benefits, and procedures to employees at all levels and personnel of other organizations.
- Collect, interpret and utilize narrative and statistical data pertaining to areas of responsibility.
- Analyze and understand difficult issues in an assigned area of responsibility.
- Communicate effectively, orally and in writing; prepare written and oral presentations.
- Operate a computer using word processing and business software and other office equipment.
- Provide varied, complex, highly sensitive and often confidential analysis and reports; ensure that projects and reports are completed in a timely and accurate manner.
- Research, analyze, interpret and communicate complex and confidential issues.
- Maintain confidential records.
- Establish, maintain and promote effective working relationships with employees, other agencies and the public.
- Work independently and as a team member; recognize and set priorities and meet deadlines.

MINIMUM QUALIFICATIONS

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

Education:

When a college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

A Bachelor's degree in public administration, public policy, human resources, business administration or a related field.

Experience:

Two years' of increasingly responsible professional administrative and analytical experience. Experience in a public agency is highly desirable.

LICENSES AND/OR CERTIFICATES

Possession of or ability to obtain and maintain a valid Class C California driver's license at time of employment.

PHYSICAL DEMANDS:

These functions may be performed with or without reasonable accommodation:

- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity and accuracy.
- Sit at a desk and in meetings on a continuous basis for long periods of time.
- Intermittently twist and bend to reach equipment in work area.
- Perform simple gripping, grasping and fine manipulation; in addition, perform repetitive keystrokes on a computer keyboard.
- Use a telephone and communicate through written and electronic means.
- Lift and carry weight of 20-pounds or less of varying period of time.
- See in the normal vision range with or without correction.
- Hear in the normal range with or without correction.

WORKING ENVIRONMENT:

Work is performed indoors in a carpeted office environment with natural and fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to external environment when going to outlying offices and meeting. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.