

ADMINISTRATIVE ANALYST I
ADMINISTRATIVE ANALYST II

DEFINITION

To perform professional administrative support and analysis for a department, division or program; to perform research, statistical, and other analytical work; and to fulfill other administrative assignments in functional areas such as budget, contract administration, grant administration, public information, legislative monitoring, and regulatory compliance.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst I – This is the entry level class in the Administrative Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Administrative Analyst II – This is the journey level class within the 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 assigned management or supervisory personnel.

May exercise technical and functional supervision over technical and administrative support personnel.

Administrative Analyst II

Receives direction from assigned management or supervisory personnel.

May exercise technical and functional supervision over lower level professional and direct supervision over technical and administrative support personnel.

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

Assist in the preparation, development, and administration of department or division operating, multi-year and/or capital improvement budgets.

Research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyze and make recommendations in the development and administration of assigned program area.

Research and analyze pending legislation and identify impact to department programs and activities; work with lobbyist to influence pending legislation and regulations.

Serve as liaison between outside organizations and the City; provide professional guidance with respect to City policies and procedures.

Participate in the development and implementation of departmental strategic plans.

Investigate, analyze, develop and prepare special studies or projects and corresponding documentation and technical reports; make recommendations.

Revise and develop fees; negotiate and administer contracts; ensure compliance with department procedures, City policies, and pertinent laws, regulations and ordinances.

Assist in the development and analysis of departmental policies, procedures and systems; recommend goals and objectives.

Receive and respond to information requests from the media and the public on behalf of assigned department; prepare press releases; develop and implement marketing plans including television and radio spots, brochures, and other materials.

Receive, research, and respond to questions from outside agencies, other City departments and the general public.

Prepare and present staff reports and presentations at various City Council, commission/board, and other governmental meetings; draft City Council documents; serve on various committees and task forces.

Research grant opportunities and prepare grant proposals; monitor and administer grants.

Assist with the selection and management of consultants and contractors.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.

May plan, prioritize, assign, and review the work of support staff; participate in the recommendation of the appointment of personnel; provide or coordinate staff training; and work with employees to improve performance.

Answer questions and provide information to the public, via telephone, e-mail, and written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaint.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Administrative Analyst I

Knowledge of:

Principles and practices of organization and administration.

Principles and practices of budget preparation, analysis and administration.

Statistical and graphical presentation methods.

Principles and procedures of financial record keeping and reporting.

Technical report writing procedures and grant proposal development.

Ability to:

Learn programs, processes and structure of assigned department.

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.

Learn applicable Federal, State and local laws, codes and regulations.

Research, analyze and resolve technical administrative issues.

Work with and maintain the confidentiality of information.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Experience:

No professional experience is required.

AND

Training:

Equivalent to a Bachelor's degree from an accredited college or university, preferably in business administration, public administration, communications or a related field.

License or Certificate:

Possession of a valid California driver's license by date of appointment.

Administrative Analyst II

In addition to the qualifications for the Administrative Analyst I:

Knowledge of:

Programs, processes and structure of assigned department.

Principals and practices of municipal budget development and administration.

Pertinent local, State and Federal laws, ordinances and rules.

State and Federal legislative and regulatory processes.

Principles and practices of grant administration.

Principles of project management.

Principles and practices of supervision.

Principles and practices of marketing, community outreach and public information.

Ability to:

Independently perform professional analytical work in support of assigned department and programs.

Identify, research, and respond to questions from other City departments, outside agencies and the public.

Prepare and present technical reports, requests for proposal, contracts and agreements.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Analyze financial data, fiscal and actuarial reports.

Effectively interact with the new media, as assigned.

Conduct, prepare and present special studies related to assigned operations.

Supervise, train and evaluate assigned staff

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of an Administrative Analyst I with the City of Roseville.

AND

Training:

Equivalent to a Bachelor's degree from an accredited college or university, preferably in business administration, public administration, communications or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

09-05-18

08-25-12

01-14-99

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07 01 86 Administrative Analyst I/II

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