

ADMINISTRATIVE ANALYST
ADMINISTRATIVE ANALYST (CONFIDENTIAL)

DEFINITION

Performs a variety of complex journey-level administrative staff work related to the business, technological, and operational activities of a major administrative division.

TYPICAL DUTIES

Conducts complex administrative and management studies by collecting, analyzing, and compiling data related to areas such as administrative policies, procedures, processes, systems, reports, surveys, organizational structure, performance standards, facilities and equipment acquisition and utilization, staffing, budgeting, finance, contract and procurement, economic analysis, legislation, and educational and student programs and services; prepares reports and recommendations based on findings.

Resolves substantive problems and discrepancies and responds to non-routine inquiries related to the assigned administrative division.

Writes instructions, procedures, guides, and manuals involving the administrative, technological, and operational activities of the assigned administrative division.

Effectively utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.

Effectively utilizes the capabilities of specialized software programs in the production of management information and reports.

Provides technical assistance and training to staff on matters related to the business, technological, and operational activities of an assigned administrative division.

Analyzes the possible effects of proposed laws and regulations, codes, and ordinances that affect the business, technology, and operational activities of the assigned administrative division.

Confers with District and college staff regarding assigned projects and makes recommendations based on findings.

Makes written and oral presentations on matters within their assigned area of responsibility to college executives, committees, and staff.

Prepares reports and correspondence containing descriptive, analytical, and evaluative content related to business and operational activities of the assigned administrative division.

Surveys and investigates practices, procedures, and methods in private firms and public jurisdictions in order to find solutions to problems or improvements in operations which can be applied to the business, technological, and operational activities of the assigned administrative division.

May analyze and make recommendations on budget requests and prepares budget proposals for assigned areas.

May supervise lower-level analysts, technical, and clerical support staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Administrative Analyst** analyzes and devises solutions to complex problems related to the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency in a major administrative division. Employees in this class work at a journey-level and are expected to work independently and without immediate supervision.

A **Senior Administrative Analyst** performs the more difficult and complex studies and makes recommendations regarding organization, management planning, systems design, work-flow and distribution, policy development, budgetary and fiscal matters, facilities and equipment evaluation and utilization, legislation, experimental programs, and other general administrative matters; supervises the activities of assigned lower-level analysts and clerical staff.

An **Assistant Administrative Analyst** performs professional administrative staff work of moderate complexity related to the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency in a major administrative division. Employees are continuing to learn skills in preparation for promotion, but are expected to work without continuous review and supervision.

SUPERVISION

General supervision is received from a classified or an academic administrator. Immediate supervision may be exercised over assigned professional, technical, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, purposes, functions, policies, and practices of business and public administration, personnel management, planning and research, and organization and management
- Current principles, practices, and theories of finance, business, and contracts law
- Pertinent provisions of the State Education Code, collective bargaining agreements, Human Resources Guides, and Board of Trustees and Personnel Commission rules, regulations, procedures, and policies
- District business procedures, processes, and policies pertinent to assigned area
- Principles of organizational systems design and analysis, office layout, report design, and records management
- Research methods and techniques
- Methods of statistical analysis and presentation
- Techniques of data collection and analysis
- Capabilities of computer systems, software, and hardware used in the business and operational activities of the assigned administrative division
- Principles of training
- Computer software such as word-processing, spreadsheet, database management, and desktop publishing

Ability to:

- Perform complex administrative staff work related to the business, technology, and operational activities of a major administrative division
- Apply general principles of administration and management to specific problems
- Interpret and apply laws, rules, regulations, policies, and procedures pertinent to assigned area
- Collect and analyze complex data
- Devise practical solutions to complex problems
- Effectively utilize computer equipment, software, and management information systems in the performance of duties
- Train and provide technical assistance to others
- Prepare clear and concise reports
- Work independently on assigned projects
- Present complex technical information and issues in understandable terms both orally and in writing
- Make presentations of technical and complex information in a group setting
- Evaluate work methods and procedures
- Plan and organize work to meet deadlines
- Establish effective inter-personal communications and secure the cooperation of administrators in the implementation of District procedures
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from a recognized four-year college or university preferably with a major in public administration, business administration, educational administration, management information systems, or closely related field **AND** three years of full-time paid professional-level experience in an administrative or staff position involving analysis of management, administrative, business systems and processes, or fiscal problems and the preparation of recommendations for their resolution.

OR

- B. A master's degree from a recognized four-year college or university with a major in public administration, business administration, educational administration, management information systems, or closely related field **AND** one year of full-time paid professional-level experience in an administrative or staff position involving analysis of management, administrative, business systems and processes, or fiscal problems and the preparation of recommendations for their resolution.

Special:

- A valid Class "C" California driver's license.
- Access to an automobile.