

ASSISTANT ADMINISTRATIVE ANALYST
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DEFINITION

Performs a variety of general professional administrative staff work of moderate complexity related to the business, technological, and operational activities of a major administrative division.

TYPICAL DUTIES

Performs a variety of professional-level administrative studies of moderate complexity related to areas such as administrative policies, procedures, processes, systems, reports, surveys, organizational structure, facilities and equipment utilization, staffing, budgeting, finance, contract and procurement, and educational or student programs and services.

Conducts research investigations and studies of various operating, fiscal, and educational activities of the District.

Gathers, compiles, verifies, analyzes, and correlates information and presents data in graphic, pictorial, tabular, written, and oral form.

Resolves problems, discrepancies, and responds to inquiries related to the business, technological, and operational activities of the assigned administrative division.

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

Assists in developing new and improved procedures, operating practices, and processes for assigned areas.

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

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

Prepares reports, presentations, and other communications containing descriptive, analytical, and evaluative content including the preparation of recommendations based on findings.

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

May oversee the maintenance of records.

May expedite requests for the purchase, installation, or repair of equipment, tools, or materials.

May assist in preparation of contracts for materials and services by obtaining and assembling information for bid specifications.

May provide work direction to clerical staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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.

An **Administrative Intern** performs professional administrative staff work of an introductory nature in preparation for career advancement to higher-level analyst positions in a major organizational unit. Work assignments are related to the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency. Work assignments are well defined and subject to continuous review as to progress and results.

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.

SUPERVISION

Immediate supervision is received from an academic administrator or classified administrator or manager. Work direction may be exercised over assigned technical and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of business and public administration and personnel management
- District business procedures, processes, and policies pertinent to assigned area
- Methods of statistical analysis and presentation
- Principles of work methods and distribution
- Basic organizational systems design and analysis
- Basic finance methods and procedures
- Basic methods and techniques cost analysis
- Basic Business and contract law
- Research methods and techniques
- Capabilities of computer systems, software, and hardware used in the business and operational activities of the assigned administrative division
- Computer software such as word-processing, spreadsheet, database management, and desktop publishing
- Techniques of data collection and analysis
- Fact-finding methods and procedures
- Basic principles of training
- Recordkeeping procedures

Ability to:

- Gather pertinent facts and data, make thorough analyses, and arrive at sound conclusions
- Make accurate observations and obtain objective information
- Interpret and apply laws, rules, regulations, policies, and procedures pertinent to assigned area
- Effectively utilize computer equipment, software, and management information systems in the performance of duties
- Apply statistical methods of analysis and prediction
- Prepare and present reports in written, oral, graphic, and tabular form
- Make routine presentations in a group setting
- Train and provide technical assistance to others
- Plan and organize work to meet deadlines
- Work effectively and cooperatively with District administrators, employees, and representatives of public and private agencies
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and experience:

- A. Graduation from a recognized four-year college or university preferably with a major in business administration, public administration, educational administration, management information systems, or a closely related field.

AND

One year of professional-level full-time paid experience in business administration, educational administration, research, business systems and processes, or a related field.

OR

- B. A master's degree from a recognized college or university with a major in public administration, business administration, educational administration, management information systems, or a closely related field.

Special:

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