SENIOR ADMINISTRATIVE ANALYST

DEFINITION

Performs complex studies related to District operating procedures, systems design and analysis, organization and management, policy development, budgetary and fiscal matters, facilities and equipment evaluation and utilization, work flow and distribution, legislation, experimental programs, and other general administrative matters; supervises a small staff of professional and clerical employees.

TYPICAL DUTIES

Conducts the more difficult studies related but not limited to organization, staffing, legislation, work distribution and work flow, program evaluation, systems design, policy development, budgetary and fiscal matters, facilities and equipment evaluation and utilization, surveys and reports, and general administrative matters and makes recommendations to improve and enhance operations of assigned area.

Plans, assigns, supervises the work of and provides training to assigned staff engaged in a variety of administrative studies.

Administers and implements or provides advice regarding the business, administrative, financial, budgetary, or management aspects of District programs.

Evaluates alternative administrative systems required to conduct District programs and supplies support services.

Advises administrators, employees, and representatives of community groups and educational agencies on District policies, precedents, procedures, and laws and rules applicable to programs within the assigned areas.

Composes, edits, coordinates, and directs the preparation and publishing of reports, bulletins, manuals, reference lists, correspondence, research documents, and procedures or reviews reports prepared by others prior to forwarding to the administration.

Investigates and recommends ways to disseminate research findings to users within the District.

Analyses the effect and makes recommendations on proposed legislation, laws, regulations, contract provisions, legal options, and legal decisions related to assigned area.

Schedules and plans the sequence for development of research programs and organizational goals and objectives including criteria for evaluating organizational performance.

Consults with information technology staff to define information systems requirements or problems and coordinates the installation and utilization of specialized software programs.

Prepares a review analysis of cost proposals, budgets, and other facets of financial management.

Prepares complex reports and presentations containing descriptive, analytical, and evaluative content including the preparation of conclusions and forecasts based on data summaries and other findings.

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

Attends various council and committee meetings, as designated, to represent assigned areas.

Directs the maintenance of records related to assigned areas.

May represent the District in negotiations with Federal and State agencies, universities, financial institutions, and others concerning financial and budgetary matters and the administrative guidelines applicable to special projects.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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 **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.

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 administrator. Immediate supervision is 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 accounting, budgeting, finance, fiscal control, and 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
- Research techniques including business statistical analyses and graphic presentation
- Capabilities of computer systems, software, and hardware used in business and management
- Computer software such as word-processing, spreadsheet, database management, and desktop publishing
- Principles of supervision and training
- Organization and management of records

Ability to:

Plan, conduct, and evaluate complex studies related to the business, technological, and operational activities of a major administrative division
Conduct investigations and analyze systems, methods, and procedures
Collect and analyze complex information and data; recognize significant factors, relationships, and trends; make sound findings and recommendations
Prepare clear, comprehensive, and concise reports, incorporating statistical methods when required
Interpret, apply, and explain pertinent laws, rules, regulations, procedures and policies
Analyze and review organizational plans, legislation, and other items
Effectively utilize computer equipment, software, and management information systems in the performance of duties
Present complex and difficult technical information both orally and in writing
Select, motivate, train, and supervise assigned staff
Deal with novel and difficult problems
Exercise creativity and critical judgment
Independently complete complex assignments
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 business administration, public administration, or a closely related field **AND** four years of full-time paid professional-level experience in the analysis of management, administrative, or fiscal problems and the preparation of recommendations for their resolution. Supervisory experience is desirable.

OR

B. A master's degree in business administration, public administration, or a closely related field **AND** two years of full-time paid professional-level experience in the analysis of management, administrative, or fiscal problems and the preparation of recommendations for their resolution. Supervisory experience is desirable.

Special:

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