

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
ADMINISTRATIVE ANALYST	RESOLUTION NO. 8439	EFFECTIVE DATE 03/16/26
	FLSA DESIGNATION NON-EXEMPT	EMPLOYMENT

GENERAL PURPOSE

Under general direction, provides primary support for a department or division, performing a wide range of administrative support duties such as financial, statistical, administrative functions in support of a City department's projects and programs; assists with researching and drafting policies and procedures; may serve as primary contact at public counter and over the phone; reviews service requests and supporting documents for sufficiency and compliance with City requirements and regulations; issues work orders as authorized, maintains department specific reports, records and files, performs paraprofessional analysis and fund monitoring of department budgets and expenditures and assists with the preparation of the department budget; assists in preparing reports and recommendations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The classification is the entry level/intermediate-level class in the Management Analyst series. An Administrative Analyst performs technical and administrative duties in support of the assigned department. Employees in this class assist higher-level management or supervisory staff in various management tasks and projections covering a range of issues. The class works independently to perform responsible analytical work in support of City and department financial, budgetary and other strategic goals and objectives. Incumbents provide advanced administrative support to the department as well as work at a public counter providing customer support and issuing work orders and processing service requests. Incumbents must provide accurate information and use judgement interpreting and applying routine rules and regulations, department policies and precedents to specific cases or issues.

This position typically reports to a Department Head or other Management Staff. The incumbent may provide work direction and guidance to office support staff. The Administrative Analyst is distinguished from the Management Analyst in that an incumbent in the latter class typically services other professional staff, is responsible for assisting with the development and management of budgets and assist with other departmental administration functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists with planning, organizing and conducting administrative, management and program analyses; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares reports of study conclusions; assists with developing implementation plans and assists in implementing policies and procedures; recommends legislative or

ESSENTIAL DUTIES AND RESPONSIBILITIES

- policy change documents and presentation materials for management; assists with drafting staff reports and resolutions applicable to areas of responsibility and may make presentations to the City Council.
2. May assist with conducting program/process research, evaluation, measurement and analysis; prepares, analyzes and submits financial and program activity reports for distribution within the department and to other agencies; analyzes and documents business processes, evaluates alternatives and recommends best-practice solutions; discusses findings with management; assists with preparing reports of study conclusions; assist with developing implementation plans and assists in implementing processes, policies and procedures.
 3. Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.
 4. Assist management staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; assist with preparing draft reports and technical documents; provide project assistance for less complex projects.
 5. Assist with drafting proposed contracts and agreements and a variety of other supporting documents; assists with supervision of the Request for Proposal process for department including conducting research for the development of the Scope of Work for contract terms; assist with reporting contract performance and expenditures; processes contract invoices for payment within guidelines and authority limits; compiles and reports contract problems and disputes; assist with assigned enterprise and grant funds, reports and documents.
 6. Assists with the coordination and participates in the preparation, review, and evaluation and monitoring of departmental capital improvement plans (CIP) and budget submittals packages; meets with managers to determine funding needs; assist with identifying potential sources of funding and forecasts multi-year fund requirements; recommends inclusion of projects in the City-wide CIP; assist with monitoring CIP revenues/expenditures and process of projects; recommends amendments and adjustments as required based on actual revenues and project implementation issues.
 7. Coordinates departmental purchasing including maintaining and ordering supplies and equipment; verifies the accuracy of receipts and invoices including routing for signature and compiling complex detailed documentation; processes, scans and routes invoices for payment.
 8. Assists with drafting for management review a wide variety of materials on assigned issues, including agenda and other reports, procedures, manuals, handbooks, newsletters, communication memoranda, proposed Code or ordinance changes and other materials; assist with collecting background information, input and feedback and prepares recommendations and a variety of other supporting materials.
 9. Assists with developing and monitoring departmental and grant budgets; assists with maintaining adequate account balances by tracking expenditures, encumbrances and creating budget expenditure forecasts; assists with calculating budget usage and fund percentages; assist with tracking multiple funding sources and maintains separate budget and expense tracking programs based on funding source;

ESSENTIAL DUTIES AND RESPONSIBILITIES

runs general budget reports through spreadsheets and financial systems and calculates budgets based on the City's fiscal cycles and funding sources; assist with researching and corrects discrepancies; processes budgetary adjustments and transfers when warranted; assists in synchronizing the timing of expenditures with budget.

10. Assists with the preparation and submittal of a variety of monthly, quarterly and annual local, state and federal reports including those needed for grant, financial and regulatory compliance; assists with data collection required for reporting regarding department activities, special projects and enterprise or grant-funded projects and programs; and assists with review of reporting requirements and works with staff to ensure and verify reliability of data.
11. Receives and reviews work orders and service requests, plans and associated documents from customers; reviews, logs and processes work orders and service requests; responds to customer and public inquiries and complaints; explains interprets standards and procedures to resolve problems and ensure adherence to procedures; assist with investigations, analyzes and prepares recommendations in response to public complaints and requests; calculates and verifies fees; issues work orders as authorized.
12. Provides support for department-specific functions and programs, including coordinating department's training and professional development as assigned; represents the department and the City in developing and maintaining partnerships with other municipalities and agencies.
13. May attend and serve as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles, practices and methods of administrative, organizational and procedural analysis.
2. Principles, practices and methods of financial and statistical analysis and financial forecasting.
3. Principles, practices and methods of public sector financing and budget development and implementation.
4. Principles and practices of public administration, including purchasing, contracting and maintaining public records.
5. Principles, tools and techniques of project planning and management.
6. Research methods and data analysis techniques.
7. Safety policies, practices, equipment and supplies applicable to the work.

MINIMUM QUALIFICATIONS

8. Applicable federal and state laws, rules and regulations.
9. Basic principles and practices of organization and culture change.
10. Principles and practices of sound business communications.
11. Rules, regulations, policies and procedures applicable to specialized department functions and programs in areas of assigned responsibility.

ABILITY TO:

1. Analyze procedural, operational, financial or budgetary problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret data, either in statistical or narrative form.
3. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively, both orally and in writing.
6. Understand, interpret, explain and apply applicable laws, codes and ordinances.
7. Represent the City effectively in dealings with other municipalities, agencies and the public.
8. Present proposals and recommendations clearly, logically and persuasively.
9. Operate a two way radio, computer, standard business software and a variety of computer software programs and databases related to area of assignment.
10. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
11. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is any equivalent combination of the following training and experience:

Graduation from high school or GED equivalent, and five years of progressively responsible experience in administrative support functions; or an equivalent combination of training and experience. Experience in a public agency is preferred and/or an associate degree are highly desirable.

MINIMUM QUALIFICATIONS

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided. Specific vision abilities include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills and basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.