

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: N30

CLASSIFICATION: **Administrative Analyst**

DEPARTMENT: **Various - As Appropriate**

CLASS DEFINITION: To perform the full range of complex, responsible, and varied professional, advanced journey level analytical duties and responsibilities in support of a City department, office, and/or program area; to assume responsibility for the management and administration of significant City programs, projects, functions, and/or service area; to provide sound, professional recommendations for action and significant assistance in policy, procedure, work methods, and budget development and implementation for the area of assignment; and to coordinate assigned activities with other divisions, outside agencies, and the general public.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey level class in the professional analyst job series. Positions at this level are generally assigned responsibility for the management and administration of significant programs, projects, functions, and/or service areas. Incumbents at this level also independently perform the most difficult and responsible financial, systems, statistical, programmatic, management, and/or other administrative analyses in providing highly responsible staff support to a City department, office, and/or program area. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. Incumbents at this level function with greater independence and are assigned duties and responsibilities that are considered more complex than those assigned to the Staff Analyst level.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from higher level management staff.

May exercise technical and functional supervision over assigned staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Provide assistance in resolving politically sensitive, highly sensitive, difficult, and complex operational and administration problems; identify problem areas and issues; plan, organize, coordinate, direct, and/or conduct administrative and/or management studies relating to the activities or operation of the assigned department, office, or program area; conduct complex surveys, research, and analysis on administrative, fiscal, and operational issues; determine analytical techniques and information-gathering processes and obtains required information and data for analysis; analyze alternatives and make recommendations regarding such areas as staffing, facilities, equipment, cost analysis, productivity, and policy or procedure modifications; discuss findings with management staff and prepare reports of study conclusions; oversee and assist in the implementation of recommendations.

Provide difficult and complex staff assistance to management staff; participate on and provide staff support to a variety of committees and boards; prepare and present staff reports and other correspondence as appropriate and necessary.

Plan, coordinate, implement, promote, and oversee significant programs, projects, and initiatives; oversee and participate in the development and implementation of program/project goals, objectives, policies, procedures, and priorities; oversee and participate in the development and implementation of strategies and workplans for the achievement of these goals.

Perform the full range of duties involved in the identification, planning, development, and implementation of new and/or modified programs/projects that would promote and enhance the mission, goals, and objectives of the City; oversee or perform the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepare presentation materials and background documentation; monitor project success using appropriate tracking and feedback systems.

Oversee and participate in the design, production, and distribution of a variety of promotional, marketing, outreach, and information materials, communications, and presentations; create press releases; serve as media contact for assigned programs.

Perform the full range of duties involved in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensure work is performed in compliance with contracts and agreements.

Coordinate assigned services and program/project activities with those of other City programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinate data, resources, and work products as necessary and upon request in support of a productive and positive working environment; represent the assigned area to public and private groups, organizations, and other City groups; provide information and assistance as appropriate.

Administer, write, and prepare assigned grants; manage and track authorized grant expenditures.

Ensure that assigned program/project activities and services comply with relevant federal, state, and local laws, policies, and regulations.

Plan and coordinate a department's Legislative Program; conduct extensive research and analyses for pending federal and state legislation; design legislative action plans and present to the management staff for review and final recommendation; implement approved legislative action plans.

Participate in the budget development process and budget monitoring activities for assigned areas of responsibility; coordinate, forecast, research, prepare, and present assigned operating and capital budget submission; review and analyze budget requests and budget changes; make recommendations and obtains final approval for changes; create data tracking and reporting systems; authorize expenditures based on funding availability; monitor monthly status; communicate financial status with management staff.

Analyze, account for, and audit grant monies received by assigned program area; serve as liaison between the area of assignment and grantors; process requests for funds; ensure funds are expended in accordance with grant requirements and restrictions; prepare and process documentation to ensure grant monies are received and grants are closed-out with granting agencies upon completion.

Act as the City's representative and liaison with various federal, state and local public agencies and with business, professional and community organizations.

Attend and participate in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.

May select, train, motivate and evaluate assigned staff; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies; recommend and implement discipline and termination procedures.

May direct, coordinate, and review the work plan for assigned staff; identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Plan, prioritize and coordinate work plans for assigned programs; meet with appropriate staff and/or consultants to identify and resolve problems; evaluate work products, methods and procedures.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Two years of increasingly responsible journey level professional administrative and management analysis experience preferably within a local government environment supplemented by a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Principles and practices of public administration; organization and operation of municipal government; municipal government functions specifically related to program area; operational characteristics, services, and activities of assigned significant program area; advanced principles and practices of program development and administration; advanced organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment; principles and practices of contract negotiation, preparation, and monitoring; principles and applications of critical thinking and analysis; techniques and formulae for administrative, financial, and comparative analyses; methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation; recent developments, research methods, current literature, and sources of information related to assigned programs and service areas; terminology used in area of assignment; advanced principles and practices of budget preparation and administration and grant application and administration principles and practices; finance and accounting systems; principles of business letter writing; federal, state, and local government organizations; pertinent federal, state, and local laws, codes, and regulations; principles of lead supervision and training may be required for some position; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion; English usage, spelling, grammar, and punctuation.

Ability to: Plan, organize, direct, coordinate, and evaluate significant programs, projects, events, or technical area; oversee and participate in the development and administration of program goals, objectives, and procedures; independently perform the full range of complex and difficult professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative; collect, evaluate, and interpret varied information and data; research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues; analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; develop recommendations for problematic areas and implement and monitor changes; prepare clear and concise technical, administrative, and financial reports; prepare clear, accurate, and concise tables, schedules, summaries, and other materials in statistical and narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; research, negotiate, manage, and monitor contracts and agreements; understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations; properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations, and

policies; identify and respond to community and organizational issues, concerns, and needs; coordinate multiple projects and meet critical deadlines; organize and prioritize timelines and project schedules in an effective and timely manner; plan, schedule, and review the work and performance of volunteers and subordinates may be required for some positions; participate in the preparation and administration of budgets; operate and use modern office equipment including a computer and various software packages; work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person; exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license may be required for some positions.

WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

OTHER:

FLSA Designation: Administrative Exempt

Unit Designation: Professional Management

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Document Number: CS3023

Former Document Number: CS1830

Created 6/23/2000 – V. Kilmurray

Revised 6/2003 – V. Kilmurray

Revised 3/2004 – V. Kilmurray

Revised 11/2009 – Johnson & Associates (Combines Administrative Analyst, Administrative Services Coordinator, and Workforce Development Analyst Classifications)