

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: M37

CLASSIFICATION: Community Development Administrative Analyst

DEPARTMENT: Community Development

CLASS DEFINITION: To provide professional level administrative support to the Executive Director and Senior Staff including personnel management, administrative projects, economic development staff support, legislative analysis, budget administration and grant writing and monitoring.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Executive Director of Community Development.

May provide direction to staff on special projects, acting as a team leader.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

Oversee the recruitment and employment services program in the Community Development Department; initiate and prioritize personnel activities with the Human Resources Department including recruitment and employment activities; classification and compensation studies; benefits and management training issues.

Coordinate the recruitment and selection process with Community Development Department managers and the Human Resources Department; review final selections for compliance with City policies and procedures, appropriate documentation and affirmative action compliance; establish employee record files.

Coordinate the Department's submission of staff reports for Council Agenda. Work closely with management staff in the preparation of staff reports and oversee submission to the City Clerk's Office. Develop the Department Master Calendar of staff report submission deadlines, working closely with the Executive Director, City Manager's Office and the City Clerk. Attend Agenda review meetings as directed.

Identify training needs of department staff; provide training and consultation to staff regarding personnel management and labor relations including selection techniques, affirmative action requirements, employee performance appraisal techniques, performance issues, legal requirements for documentation and discipline.

Work closely with department management in the development of positions with respect to labor relations and grievance processes; interpret policies, procedures, bargaining unit Memoranda of Understanding and City's Personnel Rules, for department staff and provide direction as required.

Review, recommend and implement policies and procedures that impact the department; prepare written procedures and provide necessary training; participate in, or lead meetings to evaluate department policies and procedures; participate in, or lead complex analysis of proposed policy changes.

Conduct complex research for special projects; prepare detailed reports including recommendations and implementation strategies; act as liaison between department staff and other City departments, divisions and outside agencies; actively serve on committees, providing input and recommendations that lead to change; prioritize and coordinate activities that cross departmental and divisional lines; participate and/or lead implementation efforts; interact with all management and staff levels and the community.

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

Assist Division managers during the annual budget process; design and complete special budget/financial projects or reports; assist with budget review and analysis; identify potential problem areas and make recommendations for solutions.

Research information on available grants for the Community Development Department; write appropriate grants and applications; monitor grants and programs for compliance with state and federal regulations.

Participate on a variety of task forces and boards; attend and participate in professional group meetings; stay current on new trends and innovations in the fields of public administration, personnel services, labor relations, pending legislation, and grants.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Responsible journey-level professional experience in public administration, personnel management, and labor relations.

Knowledge of: Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern and complex principles and practices of program development and administration; administrative and personnel theories; principles and practices of personnel management including recruitment, affirmative action, labor relations and classification/compensation; principles and practices of municipal budget preparation and administration; the collective bargaining process; conditions of labor agreements; legislative analysis techniques; grant writing and monitoring procedures and techniques; principles and methods of statistical measurement and cost analysis; and pertinent Federal, State and local laws, codes and regulations.

Ability to: Understand and interpret a variety of policies, procedures, rules, regulations and Memoranda of Understanding as they relate to the City and Community Development

Department; effectively coordinate personnel related issues between department staff and the Human Resources Department including recruitment, Affirmative Action and Classification/ Compensation issues; make appropriate recommendations on labor relations issues including resolution of grievances; effectively respond to personnel related requests and inquiries from department employees and management; collect, compile and analyze information and data; research, analyze and evaluate policies and procedures and make sound recommendations regarding changes and implementation strategies; develop and conduct effective training programs; write clear, concise and accurate administrative and financial reports; exercise sound judgment and discretion in the interpretation of policies and giving of advice to department management; maintain confidentiality; effectively plan and coordinate a department legislative program; review and analyze a variety of pending legislation and determine impact on the Community Development Department; prepare position papers; prepare and monitor grants; prepare and monitor a program budget; interpret and apply Federal, State and local laws, policies, procedures, regulations and guidelines; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of a valid California Driver's License in order to attend meetings off-site.

WORKING CONDITIONS:

Physical Conditions: Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

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.

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