



## **ADMINISTRATIVE ANALYST Classification Specification Non-Represented Professional/Supervisory**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, performs a variety of activities in the analyzing, designing, implementing, coordinating, and evaluating of programs within an assigned City department and program area; may have responsibility for coordinating administrative activities; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Administrative Analyst** is the journey level class in the Administrative Analyst class series and is responsible for conducting special studies and projects within an assigned department, which includes analyzing, coordinating and evaluating new or existing program activities. This class is distinguished from the next higher level class of Senior Administrative Analyst, which performs the more complex of assignments and works with more independence of action.

### **SUPERVISION RECEIVED/EXERCISED:**

General supervision is received from management staff within an assigned department. At the direction of the Department Director, incumbents may exercise technical, direct and functional supervision over assigned professional, technical and clerical staff.

**ESSENTIAL FUNCTIONS:** *(The following is a typical list of duties assigned to the Administrative Analyst. The duties included in this list are examples and are not intended to be all-inclusive or restrictive.)*

- Performs studies or projects involving research, planning, data collection and program evaluation.
- Collects, organizes, analyzes, and interprets data relating to operations, including such areas as policies, functions, organizational structures, forms and procedures, work output, space and physical layouts and types and effectiveness of equipment.



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- Prepares contract documents for public works projects, advertises for bids and monitors contract compliance.
- Monitors, tracks and performs project activities, billing, funding, and compliance reporting; performs job cost accounting and processes pay requests.
- Conducts studies regarding work methods and practices in other jurisdictions; prepares cost benefit analysis, organization and work flow charts.
- Prepares and investigates proposals for new and adjusted services to include finance, staffing, and organizational requirements.
- Prepares reports recommending adjustments in budget proposals; reviews sources of revenue, and prepares financial studies and forecasts.
- Attends meetings and conferences to present concepts or proposals and to represent the assigned department.
- May participate as a team leader or member of a City task force organized to address problems in areas outside the scope of normal duties.
- May be involved in the generation of construction orders and change orders for capital improvement and other project activities.
- Assists in the preparation and control of the department budget.
- Prepares procedures manuals; designs and controls the utilization of forms.
- Prepares reports and makes recommendations in connection with studies and projects.
- Works within general guidelines and statements of expected results and has a wide latitude for independent decision making.
- Performs other related and peripheral duties as required and necessary for the successful performance of this job.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Administrative Analyst. A typical way of obtaining the required qualifications is to possess the equivalent to a Bachelor's degree from an accredited college or university in public or business administration, industrial relations,



or related field and a High School diploma or GED. One (1) year of experience as an Administrative Aide may be substituted for up to twelve (12) semester units.

**License/Certificate:**

Possession of, or ability to obtain, a valid class "C" California driver's license.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Public administration and management including principles, practices, and methods of administrative and management analysis; public financing, budgeting, and accounting; functions, operations, and objectives of municipal government; basic principles and practices of public personnel administration; administrative research methodology; basic principles of automated data processing systems; general principles of statistics and accounting; report writing methods and techniques; effective public relations techniques.

**Skill to:**

Operate an office computer and a variety of word processing and spreadsheet software applications.

**Ability to:**

Initiate research studies and reports including the collection, organization, analysis, and development of administrative and management recommendations; prepare written analysis, recommendations, and complex reports; evaluate and recommend improvements in operations, systems, procedures, policies, and methods; carry out assignments and projects without detailed instructions; analyze situations and adopt an effective course of action; establish and maintain cooperative relationships with those contacted in the course of the work; communicate effectively, both verbally and in writing.

**WORKING CONDITIONS:**

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence and using a computer and acute hearing is required when providing phone service and communicating in person. The need to lift, carry, push, and pull files, reports and other materials weighing up to 40 pounds is required. The employee may occasionally be required to travel to different sites and locations;



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when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

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Working Conditions and Formatting Revised July 2008  
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