



## **ADMINISTRATIVE ANALYST**

### **DEFINITION**

Under general direction, develops, implements, monitors, and evaluates the activities of significant department or City-wide operations, projects, and programs that require working with the complicated logistics of interdepartmental and/or interagency cooperation; provides highly complex staff assistance to department director and others; participates in departmental strategic planning and policy development; conducts comprehensive analyses in the development, administration and implementation of department projects; manages, plans, and implements special projects and assignments; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over lower-level staff.

### **CLASS CHARACTERISTICS**

This is a journey-level professional classification responsible for performing a broad range of project management duties with departmental or City-wide impact. Duties require working knowledge of departmental and project operating policies and procedures. Responsibilities include assisting with developing, modifying, and implementing the scope and specifications for a variety of projects; budget administration; contract administration; and interpretation and application of policies, procedures, and regulations. Incumbents exercise a high level of discretion, initiative, and independent judgment in performing the full range of routine to complex job duties as described herein.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and manages the implementation of procedural, administrative, and/or operational changes.
- Participates in and oversees the development and administration of departmental budgets, including revenue projections; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of operations, programs, and service delivery methods and procedures in order to maximize funding and minimize costs; assesses and monitors workload and administrative and support systems; identifies opportunities for improvement and develops related recommendations.

- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
- Coordinates project activities with other departmental divisions or City departments and with outside agencies; represents the assigned project in committee and other meetings; oversees contract service providers.
- Serves as subject matter expert in area(s) of specialty or designated responsibility; acts as a resource to the department's divisions.
- Drafts, reviews, and monitors contracts and agreements for compliance, achievement of objectives, and adherence to performance and fiscal requirements.
- Participates in the selection, training, motivation, and evaluation of assigned staff; directs the work activities of assigned staff; prioritizes and coordinates work assignments; provides and/or coordinates staff training; reviews work for accuracy; and may work with employees to correct deficiencies.
- Writes and develops staff reports, presentations, and City Council items; plans, schedules, and coordinates Council items for the department; and prepares and submits Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Makes presentations at Council, interagency, committee, and other meetings and conferences.
- Receives and responds to inquiries and complaints from the public; interprets and explains City and department policies, rules, and regulations in response to inquiries; refers inquiries and escalates complaints to the department director, as necessary.
- Develops, modifies, and updates the department's web page content; creates and designs informational materials, brochures, and other documents to educate the public about departmental programs and efforts.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Communication techniques required for gathering, evaluating, and transmitting information and directing group discussions.
- Administrative principles and methods, including goal setting, as well as program and budget development and implementation.
- Principles and practices of public sector finance, budgeting, and accounting, including budget preparation and monitoring, cash control, and related accounting practices.
- Analytical processes and project and/or program management including, but not limited to, purchasing, contracts, training, human resources, finance, budgeting, and other related program areas.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area(s) of responsibility.
- Principles and practices of research methods and statistical analysis.
- Methods and techniques of public, community, and business marketing, relation, and outreach.
- Research techniques, business letter writing, and report presentation.
- Records management principles and practices.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Direct and participate in advanced administrative, fiscal, budgetary, and operational activities.
- Develop and administer policies, standards, and procedures.
- Perform administrative work involving the use of independent judgment and personal initiative in assigned area(s).
- Plan and conduct effective management, administrative, and operational studies.
- Analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner.
- Independently develop and coordinate effective systems, programs and procedures; recognize needs, analyze problems, develop and evaluate options, make sound recommendations and initiate actions in order to develop more efficient systems and procedures or resolve problems within established guidelines.
- Negotiate agreements between differing individuals and groups; gaining cooperation through discussion and persuasion.
- Prepare and monitor various agreements and contracts.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, organize, assign, supervise, review, and evaluate the activities of assigned program areas.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards for the department.
- Coordinate activities with other City departments and agencies as required.
- Prepare clear, concise, and complete reports and other written material.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and

procedures, and standards relevant to work performed.

- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Attend, represent the department, and make presentations at Council, interagency committees, and other meetings.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience**

*A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.*

Equivalent to a bachelor's degree from an accredited four-year college with major coursework in public or business administration, finance, economics, or a closely related field;

### **AND**

Five (5) years of increasingly responsible experience in public administration, administrative analysis, or budgetary/fiscal control, including at least two (2) years in a senior administrative/supervisory capacity.

### **Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open

and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

Adopted	October 2012
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FLSA	Non-Exempt
Salary Schedule	AFSCME/Range 39