

**Administrative Analyst I/II**Class Code:
0626

Bargaining Unit: AFSCME - White Collar

COUNTY OF HUMBOLDT
 Established Date: Aug 10, 1990
 Revision Date: Jun 19, 2018

SALARY RANGE

\$20.79 - \$31.46 Hourly

DEFINITION:

Under general supervision, performs responsible administrative, organizational, systems, budgetary, statistical, public information and community liaison work and other analyses and staff support related to department, division, or County-wide activities and functions; makes recommendations for action and assists in policy and procedure development and implementation; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst I is the entry level in this professional administrative support series. Initially under close supervision, incumbents perform the more routine administrative support and analysis duties while learning County policies and procedures and specific techniques related to administrative analysis. As experience is gained, assignments become more diversified and are performed under more general supervision. This class is alternately staffed with Administrative Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Administrative Analyst II is the journey level class of the series, fully competent to perform responsible and difficult analytical work in varied departmental staff support areas as designated by management staff. Projects may include statistical analyses, operations support, policy, procedure and budget development, or program implementation and administration, or other areas which may be County-wide or specific to a department. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques, and in making sound recommendations. This class is distinguished from Senior Administrative Analyst in that the latter performs more complex analytical work with greater County-wide impact or with specific programmatic implications, often with the implied authority of the County Administrative Officer.

EXAMPLE OF DUTIES:

- Plans and organizes administrative studies relating to the activities or operations of the departments or functional areas to which assigned.

- Determines analytical techniques and information-gathering processes and obtains required information and data for analysis.
- 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.
- Conducts a variety of special projects and studies related to the functions of the department or functional area to which assigned.
- Discusses findings with management and prepares reports of study conclusions.
- Assists in the development and implementation of department or division goals and objectives.
- May be accountable for assembling information and presenting it to the media.
- May assist in developing and administering specified portions of the annual budget, including gathering information and monitoring expenditures.
- Coordinates activities with those of other departments, depending upon the nature of the project to which assigned.
- Confers with representatives of other governmental agencies, business, professional and citizens' groups, vendors and the public.
- Provides liaison and staff support to a variety of committees and commissions.
- Provides technical assistance to others on administrative and analytical matters.
- Prepares technical reports, correspondence and other written materials.
- May be responsible for the development, implementation and/or administration of a specified program area.

QUALIFICATIONS:

Knowledge of:

- Principles, practices and methods of administrative, budgetary and organizational analysis.
- Business computer user applications, particularly as related to budgetary and statistical analysis.
- Financial/statistical/comparative analysis techniques and formulae.
- Public administration principles and practices.
- Basic budgetary principles and practices.
- Basic organization functions and operations of a public agency.

Skill in:

- Analyzing administrative, operational and organizational problems, evaluating alternatives and reaching sound conclusions.
- Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
- Coordinating multiple projects and meeting critical deadlines.
- Interpreting and applying laws, regulations, policies and procedures.
- Preparing clear, concise and complete reports and other written materials.
- Maintaining accurate records and files.
- Exercising sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Specified positions may require a valid California driver's license.

Desirable Education and Experience:

Administrative Analyst I: (Salary \$3,463.41 - \$4,444.33 Monthly) Equivalent to graduation from a four year college or university with major coursework in business or public administration or a field related to the work.

Administrative Analyst II: (Salary \$4,083.04 - \$5,239.46 Monthly) In addition to the above, two years of professional level experience in administrative, management, public information systems, operations, budgetary or similar analyses as a level equivalent to the County's class of Administrative Analyst I.