

County of Humboldt Job Specification
SENIOR ADMINISTRATIVE ANALYST
Classification 1626/1606
FLSA: Exempt/Non-Exempt



DEFINITION

Under general direction, leads and performs the more complex 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; researches and analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; assists in departmental planning activities to improve organizational productivity and customer service; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises technical and function direction over lower-level staff. May exercise direct supervision over professional, technical, and/or clerical staff.

CLASS CHARACTERISTICS

This is a lead and advanced journey-level classification in the professional Administrative Analyst series, responsible for providing professional-level support to assigned management personnel. Incumbents work under general direction and exercise a high level of discretion and independent judgment within established policy guidelines in performing the full range of routine to complex professional analytical duties related to operations, programs, and projects, including budget/finance, contracts, training, facilities, program, and performance goal management. Duties may vary widely, depending upon the scope and nature of assigned projects and programs. Responsibilities include performing diverse, specialized, and complex work involving accountability, decision-making responsibility, and significant analysis of unique issues or problems without precedent and/or structure and formulating and presenting strategies and recommendations to management. Some positions may be responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff. Successful performance of the work requires an extensive professional background as well as the ability to coordinate departmental work with that of other departments and outside agencies.

This class is distinguished from the Administrative Analyst II in that it performs more difficult and complex analytical work in varied departmental staff support areas as designated by management, and leads and may exercise direct supervision over professional, technical, and/or support staff. This class is distinguished from the Administrative Services Manager in that the latter is a management level classification providing oversight and direction of an administrative or operational functional area within a division or department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; may recommend and administer policies and procedures.
- Develops and standardizes procedures and methods to improve, and continuously monitors, the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; and may conduct performance management related tasks when assigned to directly supervise staff.
- Analyzes alternatives and makes recommendations regarding organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
- Coordinates and performs professional-level administrative and programmatic work in such areas as budget development, financial administration and reporting, grants, purchasing, database management, contract administration, management analysis, public information, and program evaluation.
- Writes and develops staff reports, presentations, and board items; plans, schedules, and coordinates board items for the department; and prepares and submits Board of Supervisors agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Represents assigned department in interdepartmental, community, and/or professional meetings; confers with and coordinates with other County staff on a wide variety of administrative analyses and planning issues.
- Ensures compliance with federal, state, County, and funding agency regulatory and reporting requirements and applicable laws, regulations, and professional practices.
- Coordinates projects and programs with other County departments, other government agencies, civic and community organizations, professionals, consultants, committees, and others as appropriate.
- Confers with other management staff regarding provision of administrative and support services, including contracts, agreements, and grant reporting.
- Reviews existing and proposed local, state, and federal legislation/regulations for impact on the department program activities; consults with department personnel; develops and presented proposed recommendations.
- Performs departmental quality assurance duties by reviewing workload and analyzing time studies and production analyses.
- Participates in and oversees the development and administration of complex departmental budgets, including revenue projections and forecasting, multi-year cash flow analysis, cost containment and distribution, and grant funds disbursement; ensures that awards stay within funding limits; monitors revenues and expenditures; identifies and recommends resolutions for budgetary challenges.

- Conducts special research projects and financial analysis for County-wide, department, branch, or division programs and usage; produces findings and recommendations and prepares related reports.
- Conducts training needs assessments to identify and determine training programs/subjects needed based on participant assessment results and relevancy of training to participant's job duties.
- Performs a variety of complex grant duties, which includes the formation and implementation of grant management (the solicitation, submittal of the grant application), grant administration activities, resolving grants issues with various stakeholders; and ensuring compliance with the terms and conditions of the grant.
- Other related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic supervisory principles and practices.
- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles and practices of business and public administration as applied to the operational unit or assigned program.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility 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.
- Budgetary principles and practices.
- Research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Principles, practices, and procedures of contract development.
- Principles, practices, and procedures of funding sources and grant funds disbursement.
- Sources of information related to a broad range of County programs, services, and administration.
- Principles and practices of public relations techniques.
- Administrative principles and methods, including goal setting, planning, program and budget development and implementation.
- Recordkeeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- 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, including computers and software programs relevant to work performed.

Ability to:

- Plan, assign, direct, and review the work of assigned staff.
- Demonstrate the County of Humboldt's commitment to diversity, equity, and inclusion.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Coordinate and oversee complex programmatic activities such as administrative, budgeting, human resources, and fiscal reporting.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative in assigned area.
- Assist in planning and conducting effective management, administrative, and operational studies.
- Conduct research on a wide variety of administrative topics, including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret budgetary and financial statements.
- Devise methods and procedures for obtaining a variety of data.
- Gain cooperation through discussion and persuasion.
- 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 County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively coordinate, work with and lead a team of other staff.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Engage with staff and community partners in a manner that is responsive, respectful, professional, and kind, and that embodies diversity, equity and inclusion.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business administration, human resources management, accounting, public administration, or a closely related field.

and

Two (2) years of experience performing increasingly responsible professional administrative, budget, human resources, or administrative management functions, at a level equivalent to the County's class of Administrative Analyst II.

When assigned to specific functional area as noted above, previous knowledge and experience in such areas is desirable.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License prior to appointment.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although moving between work areas may be required; occasionally positions self to maintain and retrieve files from file cabinets; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Ability to observe detailed documents and printed materials at close range.
- Communicate in person and over the telephone.
- Operate a computer, calculator, and standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff, consumers, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some positions require attendance at meetings outside of regular working hours.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).