

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	ADMINISTRATIVE ANALYST I	CLASS CODE: 0011
	ADMINISTRATIVE ANALYST II	0010
	SENIOR ADMINISTRATIVE ANALYST	0012
DEPARTMENT:	Executive Office	FLSA STATUS: E
REPORTS TO:	Chief Executive Officer or Assistant Chief Executive Officer	DATE: 5/02 Rev.10/08
CIVIL SERVICE:	Exempt – At Will	BARGAINING UNIT: Unrepresented

JOB SUMMARY:

Under supervision at the Administrative Analyst I and general direction at Administrative Analyst II and Senior Analyst levels, performs a variety of difficult and complex professional administrative and analytical functions involved in the review and analysis of departmental budgets, programs, systems and procedures; maintains close liaison with County departments and agencies.

DISTINGUISHING CHARACTERISTICS:

Administrative Analysts are distinguished from Department Analysts by the unique nature of work performed in support of functions of the Executive Office, and the effect of that work on the County as a whole. Administrative Analysts are distinguished from Technicians by the professional and critical nature of analysis performed requiring consideration of unique problems resulting in the application of professional knowledge or expertise for proper solution or determination. The work of Administrative Analysts often results in changes to County-wide policies, ordinances, processes and procedures.

Administrative Analyst I: This is the entry level in the professional analyst series; incumbents initially work under close supervision in a learning capacity. Assignments are generally limited in scope and under the direction of higher-level employee. With gained experience, the incumbent is granted more independence from supervision and assignments that are more complex. Most incumbents are expected to promote to the journey level within one to two years; however, positions that are limited to analytical duties of a more routine, repetitive nature may be permanently allocated at level I.

Administrative Analyst II: This is the journey level of the professional analyst series; incumbents work under general supervision and perform a full range of duties. Incumbents working at the Analyst II level perform broader and more responsible assignments in management analysis requiring a higher level of knowledge of administrative or budgetary policies, practices and techniques. Incumbents working in this class may have responsibility for training and technical oversight of the work of Analyst I and/or clerical staff who are performing work in the Analyst's assigned area.

Senior Administrative Analyst: Incumbents working in this class perform work at the highest level requiring the ability to work with a high degree of independence. Incumbents are assigned more complex budgetary or management analysis assignments. This class is distinguished from Administrative Analyst I and II in that work assigned requires thorough knowledge of extremely complex and changing laws and administrative regulations affecting the operations of assigned departments. Incumbents working in this class may have responsibility for training and oversight or direct supervision over lower level analysts or clerical staff who are performing work in the Analyst's assigned area.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Perform administrative and management duties including budget, organizational, staffing, systems, policy, management, procedural and legislative analysis.
- Develop, present and implement plans, programs and recommendations for the Board of Supervisors, Chief Executive Officer, County departments, advisory committees and commissions as well as agencies independent of the County; may serve as staff for various boards, commissions and committees.
- Conduct investigations, special studies and make recommendations on the problems and operating procedures, practices and policies connected with County government; review and prepare policies and procedures with countywide impact; advise departmental administrator regarding County policies and procedures.
- Perform budget analysis by reviewing budget requests of assigned departments and adjustments considering departmental and countywide implications of such budget actions and confer with departmental staff regarding fiscal alternatives.
- Collect, assemble and analyze data, evaluate alternatives, make recommendations and prepare reports relating to departmental and inter-departmental operations, including policies, procedures, organizational structure and workload statistics; assist in or coordinate implementation of recommendations after approval.
- Respond to inquiries on policy and procedure from departments, other governmental agencies and the public.

Assist departments in the establishment of standard management procedures.

- Evaluate priority of assignments and projects to ensure follow up and completion through workload planning and scheduling.
- Research laws and other regulatory requirements governing governmental operations.
- Prepare narrative and statistical reports, correspondence, spreadsheets and graphics using automated techniques for the Board of Supervisors and the Chief Executive Officer; make oral presentations to the Board of Supervisors and other boards, commissions and committees.
- Act as the County's representative and liaison with various federal, state and local public agencies and with business, professional and community organizations.
- Assist in the preparation of capital improvement programs.
- Perform related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

ANALYST I: 1) Bachelor's degree from a recognized college or university, preferably with courses in public administration, business administration, accounting, management, statistics or other field related to the listed duties and one year of highly responsible technical/analytical experience equivalent to Department Analyst II with Mendocino County, which was performed independently requiring the exercise of judgment.

ANALYST II: Bachelor's degree from a recognized college or university, preferably with courses in public administration, business administration, accounting or other related field and two years of analytical experience equivalent to Administrative Analyst I or Senior Department Analyst with Mendocino County. (One year of experience in a public agency is highly desired.)

Substitution: Related experience may be substituted for the education at a rate of two years of experience to one year of education. A master's or doctoral degree in public or business administration may be substituted for up to one year of the required experience.

SENIOR ANALYST: Bachelor's degree from a recognized college or university, preferably with courses in public administration, statistics or other related field and two years of analytical experience involving policy and procedure development, that is the equivalent of Administrative Analyst II with Mendocino County, including at least one year in a public agency. Supervisory or lead role experience is desired.

Substitution: Related experience may be substituted for the education at a rate of two years of experience to one year of education. A master's or doctoral degree in public or business administration may be substituted for up to one year of the required experience.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Government operations and organization.
- Modern principles, practices and trends in Public Administration.
- Applicable laws, ordinances and legislation.
- Administrative and evaluative survey principles and techniques.
- Methods and techniques of research, statistical analysis and report presentation.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.

- Budgetary principles and practices.
- All computer applications and hardware related to performance of the essential functions of the job.
- General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment.
- External governmental bodies and agencies related to area of assignment.

Skill in:

- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving administrative situations and problems.
- Interpreting applicable legislation and litigation.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Using a computer terminal to accurately and rapidly enter and retrieve data and information.
- Operating complex computer programs.
- Communicating clearly and effectively, both orally and in writing, with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, etc.

Mental and Physical Ability to:

- Read and interpret documents.
- Identify, define and analyze administrative, operational and programmatic problems and develop recommendations.
- Present appropriate facts and recommendations in written and oral form.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with the public, other departments and agencies, boards and commissions, public officials, community groups and others contacted in the course of work.
- Solve practical problems and deal with a variety of variables.
- While performing the essential functions of this job, the incumbent is regularly required to walk, sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.