

## **SENIOR STAFF SERVICES ANALYST**

### **EMPLOYMENT DEFINITION**

Under general direction, the Senior Staff Services Analyst plans, directs, evaluates, and participates in the work of administrative and technical support staff responsible for a major staff support services unit; performs complex administrative and technical work for the department; and performs other work as required.

This is the advanced working and first-level supervisory class in the Staff Services Analyst series. Senior Staff Services Analysts have responsibility for a staff support services unit consisting of personnel and payroll, staff development, data processing, fiscal, general administrative, program analysis, and/or information processing personnel. Incumbents have full supervisory/management responsibility in addition to Staff Service Analyst duties.

The Senior Staff Services Analyst is distinguished from the Staff Services Analyst II in that incumbents in the latter class work do not supervise technical staff or other analysts. This class differs from the Staff Services Manager in that the Senior Staff Services Analyst provides supervision to the staff in the unit, while the Staff Services Manager has responsibility for the management of a major administrative services unit.

### **TYPICAL DUTIES**

- Supervises and participates in the work of a unit of professional, technical, and clerical staff support engaged in the review and analysis of departmental operations, policies, and procedures; in the preparation and monitoring of contracts executed by the department; and in the preparation of major departmental reports such as the comprehensive annual plan and departmental data processing plans.
- Assigns, coordinates, schedules, and reviews the work of subordinate staff members; makes recommendations regarding the hiring and disciplining of staff.
- Gathers and studies data regarding department operations; reviews and analyzes organizational studies, policies, procedures, budgetary requirements, personnel management practices, and other aspects of agency operations; prepares reports, and makes recommendations on departmental policies, procedures, and operations.

- Reviews and analyzes legislation, state mandated regulations and procedures and relevant court decisions to determine impact on departmental operations; makes recommendations for necessary actions.
- Represents the Department in meetings with personnel from other agencies.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- General principles of public administration
- Principles and practices of assigned areas of specialization including personnel administration, accounting, budgeting, staff development, data processing, or program analysis, principles and practices of effective supervision.
- Departmental relationships
- Departmental program goals, requirements, and operations; and community needs and resources.

### **Ability to:**

- Plan, organize, direct, and review the work assigned to staff in the unit
- Select, train, supervise, evaluate, and discipline subordinate staff
- Analyze problems, select alternatives, determine project consequence of proposed actions and implement recommendations in support of departmental objectives
- Understand, interpret, and apply laws, rules, and regulations as they relate to assigned area of responsibility
- Collect, interpret, and evaluate narrative and statistical data pertaining to fiscal and management matters
- Provide verbal and written technical direction to others
- Communicate effectively in writing in order to prepare a variety of reports, correspondence, and memoranda
- Establish and maintain effective working relationships

## **MINIMUM QUALIFICATIONS (Education and/or Experience)**

### **Experience:**

A. One (1) year of experience performing duties comparable to the Staff Services Analyst II in the Interagency Merit System ;

**OR**

B. Two (2) years of experience performing a broad range of analytical and/or administrative duties in the areas of general administration, personnel, fiscal, staff development, or data processing analysis work, including the preparation and recommendations and reports, **AND** Equivalent to graduation from college. (Supervisory experience or experience providing program management recommendations may be substituted for the required education on a year-for-year basis up to four years.)

### **DRIVER LICENSE REQUIREMENT**

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.