



CLASS SPECIFICATION

CLASS TITLE:

Administrative Analyst I

DEFINITION:

Under general direction of the Administrative Services Director or Assistant City Manager or designee, performs responsible professional technical administrative duties in the areas of finance, human resources, information technology, or other organization-wide projects; conducts a wide variety of research in multiple domain knowledge areas; provides analysis and recommendations in both recurring and novel scenarios; participates in and supports labor relation and negotiation work between the City and its represented labor units; may be responsible for oversight of programs and projects either operational or long-term in nature which affect the entire department or multiple departments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the professional administrative analyst series which support the Administrative Services and City Manager's Office departments. This class is distinguished from the Administrative Analyst II position by the performance of the more routine professional tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters related to established procedures and guidelines as are tasks assigned to the Administrative Analyst II level.

As this is an entry level or training class, employees may only have limited or no directly related work experience. Employees work under close supervision while learning tasks. This is a Fair Labor Standards Act (FLSA) exempt position.

This class is further distinguished from the Management Analyst I/II/Senior series due to the nature of the assigned work areas. The Management Analyst series may work in a variety of departments citywide, while the Administrative Analyst series focuses on the organization-wide support provided specifically by the general administration departments. This class requires the ability to work across all divisions on a regular basis.

SUPERVISION RECEIVED:

Works under the general supervision of either the Administrative Services Director or Assistant City Manager or designee.

SUPERVISION EXERCISED:

None generally. May exercise supervision over clerical support staff, temporary, seasonal, part-time or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY):

- Conducts analysis in ambiguous and far-reaching areas, to include financial impacts of proposed developments, outreach and engagement for initiatives, quantification of service changes, and provides recommendations on policy proposals.
- Oversees and coordinates recruitment processes for the City; ensures job description and salary ranges are accurate; posts recruitments to appropriate locations; may assist with advertising position; reviews and assists in grouping and rating candidates; coordinates oral interview process, including obtaining oral board members, scheduling candidates, creating oral board binders, and observing oral boards.
- Oversees and coordinates the hiring process; generates offer letters, coordinates background checks and physicals; confirms hire date; conducts new hire orientation, including preparation of materials.
- Administers benefits programs, retirement plan, health, dental, vision, deferred compensation, life insurance, retiree reimbursements, flexible spending, and employee assistance; researches benefit options; creates surveys, analyzes results, and presents results and recommendations; plans and manages the annual open enrollment process and any applicable changes outside that cycle.
- Provides employees with information concerning group insurance and retirement benefits; processes enrollments and changes in coverage; and communicates with health benefit carriers in resolving problems or employee concerns.
- Coordinates and processes all personnel actions, including identifying, communicating, and tracking timelines such as for evaluations, merit increases, and promotions.
- Administers leave of absence and related programs, including paid time off and protected leave of absence, such as FMLA, CFRA, and workers' compensation.
- May be assigned to handle or assist with a variety of personnel issues, including working with appropriate attorneys.
- Researches, analyzes, and proposes administrative policies which impact the entire organization.
- Develops and administers citywide training programs on applicable topics, including the operating and capital budget process; the recruitment process; labor law and considerations for supervisors; document retention policies and destruction schedule; and regular ongoing topics as refreshers.
- Assist in the development, coordination, and updates of the annual operating and capital budget, including providing regular ad hoc inquiry support to customer departments.
- Plans and implement process improvement initiatives such as organizational change, communications, information flow, integrated production methods, fixed assets, inventory control, or cost analysis.
- Reviews and evaluates programs and services to determine how well they meet the legislative intent of the governing body or advisory body in the case of assignment as a liaison.
- Conducts operational effectiveness reviews and/or management audits to ensure functional or project systems are applied and functioning as designed and/or in compliance with established procedures.
- Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy.

- Investigates and follows-up on citizen requests for service, complaints, and requests for information.
- Establishes and maintains positive working relationships with representatives of community organizations, State and local agencies and associations, City management, staff, and the public.

PERIPHERAL DUTIES:

- Reports for work at any time in event of disaster or other emergency situation.
- Interviews individuals to obtain data or draft correspondence to answer inquiries.
- May review purchase requisitions to ensure accuracy and compliance with the budget, policies, and procedures. Establishes purchase orders, agreements, and other contracts meeting the best interests of the City.
- Reviews and keeps current on new laws and regulations affecting the organization.
- Assists in the development of notices, flyers: brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Attend seminars and workshops related to administrative duties and responsibilities.
- Serves as a liaison to various employee committees.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from a college or university with a bachelor's degree in public administration, political science, business management, or a closely related field. No job experience required, however, one (1) year of related volunteer or internship experience is highly desirable. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

DEMONSTRATED KNOWLEDGE OF:

- Principles and practices of modern public administration, office practices, procedures, methods, software, and equipment
- Formal research techniques, including use of probability and statistics, hypothesis testing, design of experiment, regression, neural networks, and machine learning
- Informal research techniques, problem solving methods and techniques, sources of information and availability of information and report preparation and presentation
- Principles and practices of government finance and full-service fund accounting, including accrual methods, chart of accounts best practices, revenue recognition, period close processes, auditing and reporting, internal controls and fixing deficiencies, and other advanced topics
- Familiarity with CalPERS in both a practical sense as a vendor to employees and retirees from the organization and in a theoretical sense, including actuarial assumptions and planning horizons, assumption changes and amortization bases, accrued liabilities and normal costs, and ancillary services such as OPEB and deferred compensation/457(b) plans

- Budgeting and forecasting principles, including the development of capital budgets, personnel costing, regression and exponential smoothing methods, distinction from accounting, fund balances and their uses, internal service fund and enterprises, and quantifying assumptions
- Organizational and management practices, ranging from theory to implemented policy within the agency, including recruitment and retention, training and development, discipline and performance management, succession planning, and employee relations
- The principles of organized labor and applicable laws, the particular contracts between the City and organized labor, and the practices of negotiations including information collection and provision on behalf of the City, proposal costing, and counter development

SKILL IN OPERATION OF LISTED TOOLS AND EQUIPMENT:

- (None)

ABILITY TO:

- Accurately record and maintain records
- Establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public
- Communicate in English effectively verbally and in writing
- Analyze fiscal, budgetary or administrative problems and propose specific, implementable solutions then execute under supervision and perform after-action reports
- Read, interpret and understand complex rules, regulations and ordinances and provide recommended language in order to enact specific policy goals
- Work independently
- Analyze and review organizational and management problems and recommend and implement effective courses of action then evaluate the success and ensure the learning is spread to the rest of the organization in an ongoing manner
- Draft and edit reports and various documents
- Learn, interpret and apply City policies, procedures, rules and regulations and identify potential issues with these and propose suggestions on remedies
- Perform advanced level research and project management
- Elicit cooperation of others
- Properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties
- Think clearly and work well under normal and high-pressure situations
- Act as an agent for the City as an unrepresented employee, including full disclosure of potential conflicts and remedies where appropriate
- Make sound judgments in a manner consistent with essential job duties.

Category: Unrep
FLSA Classification: Exempt
Effective Date: September 1, 2024
Revisions: n/a