Senior Administrative Analyst

Bargaining Unit: Supervisory Level

Class Code: 05169

CITY OF STOCKTON
Revision Date: Nov 10, 2004

SALARY RANGE

$7,281.02 - $9,348.21 Monthly
$87,372.28 - $112,178.51 Annually

FLSA:
Exempt

DEFINITION:

Under general supervision, performs complex systems, statistical, and other administrative analyses in support of activities related to department, division, or Citywide activities and functions; makes recommendations for action and assists in policy, procedure, and budget development and implementation; may act as a project leader or departmental administrative officer; performs related work as assigned.

CLASS CHARACTERISTICS:

This is a deep class in which incumbents may be assigned to any level, provided they possess the required education and experience for the class to which they are to be assigned. Incumbents may be advanced to a higher level classification depending upon the needs of the hiring department.

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 City 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.

Administrative Analyst II is the journey level of the series, fully competent to perform the full range of assigned duties in varied departmental staff support areas as designated by management staff. Projects may include statistical analyses, operations support, policy, procedure and budget development, or other areas specific to the 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 impact due to size, scope, and may act as a departmental administrative officer in a major department.

Senior Administrative Analyst is the advanced level of the series and performs the most complex and specialized tasks in varied staff support areas as designated by departmental or City management staff. Incumbents may act as a departmental administrative officer and projects may include statistical analyses, operations support, policy and procedure development, or other areas specific to the department, including administration of departmental-specific programs. Development and administration of the annual budget may also be included. Incumbents are given considerable latitude in designing the approach to studies or projects they undertake; including determining the appropriate analytical techniques to be used and developing the recommendations that follow.

**PRINCIPAL DUTIES (ILLUSTRATIVE ONLY):**

1. Plans and organizes administrative studies relating to the activities or operations of the department, functional area to which assigned, or the operations of the City as a whole.

2. Identifies problems, determines analytical techniques and information-gathering processes and obtains required information and data for analysis; analyzes alternatives and makes recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity, policy or procedure development.

3. Discusses findings with management staff and prepares reports of study conclusions; develops implementation plans and assists in implementing policy and procedural modifications.

4. Assists in the development and implementation of department or division goals and objectives; may assist in developing and administering the annual budget, including analyzing current and historical trends, determining variances and improving cost effectiveness. Administers specified departmental programs as assigned.

5. Coordinates activities with those of other departments, depending upon the nature of the project to which assigned.

6. Confers with representatives of other governmental agencies, businesses, professional and citizens’ groups, vendors, and the public.

7. Provides liaison and staff support to a variety of committees and commissions.

8. Reviews contracts, invoices, vouchers, and other City agreements and performs various financial analysis and reconciliations.

9. Provides technical assistance to others on administrative and analytical matters; may develop or utilize computer applications to assist with analytical studies or departmental operations.

10. Prepares technical reports, correspondence, and other written materials.
MINIMUM QUALIFICATIONS:

Education/Experience:

Administrative Analyst I: Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration or a closely related field.

Administrative Analyst II: Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration or a closely related field and two years of professional-level experience in administration, management, systems, operations, budgetary or similar analyses. Experience in a public agency is desirable.

Senior Administrative Analyst: Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration or a closely related field and three years of professional-level experience in administrative, management, systems, operations, budgetary, or similar analyses. Experience in a public agency is desirable.

Other Requirements:

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

Knowledge of:

- Principles, practices and methods of administrative, organizational, economic, and procedural analysis;
- Public administration principles and practices;
- Business computer user applications, particularly as related to statistical analysis and data management;
- Financial/statistical/comparative analysis techniques and formulae;
- Basic budgetary principles and practices.

Skill in:

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

HISTORICAL NOTE:

Deep-Class Spec Adopted: 1/20/05
Resolution: CS05-011

Unit
Level I/II: SCEA/P&T
Level I/II (Confidential: Unrepresented "MW"
Senior: Supervisory "C"
Senior (Confidential): Unrepresented "MW"

CS Status: Classified

FLSA Overtime Status
Level I: Non-Exempt
Level II: Exempt
Level I (Confidential): Non-Exempt
Level II (Confidential): Exempt
Senior: Exempt
Senior (Confidential): Exempt