



## PERSONNEL COMMISSION

Class Code: 0072  
Salary Range: 44 (M2)

### ADMINISTRATIVE ANALYST

#### JOB SUMMARY

Under administrative direction, to conduct complex and varied studies related to organization structure, work simplification, work load, flow and distribution; manpower utilization, facilities planning and analysis, budget analysis, physical layout, equipment and forms; and to do related work as required.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Work with other management employees to develop or change district policies and procedures for conducting effective administrative or budgetary analyses. ***E***
- Conduct research and statistical studies and write reports relative to policies, organization structure, facility requirements, budget allocations, work load, equipment, and office layout. ***E***
- Prepare organization and work flow charts. ***E***
- Prepare or assist in compiling and writing a variety of periodic and special reports. ***E***
- Survey private firms and public jurisdictions to determine their procedures and methods for solving various problems. ***E***
- Develop, compare, compile, and verify statistical information and present data in graphic, pictorial, tabular, written, and oral form. ***E***
- May observe deviations from established standards in operating methods and employee performance and analyze and write reports on corrective measures. ***E***
- Confer with district personnel and representatives of other public jurisdictions and private firms in regard to research projects, studies, and related problems. ***E***

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

#### DISTINGUISHING CHARACTERISTICS

An Administrative Analyst makes complex and varied administrative and budgetary analyses. The work is performed under the administrative direction of the Business Manager, with wide latitude for the exercise of independent judgment and initiative in planning and conducting studies.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles of management, administration, organization, and relationships.  
Office layout, work simplification, research techniques, statistics and statistical procedures.  
Budgetary procedures and methods.  
Accounting, data processing, and public personnel procedures and practices.

**Ability to:**

Plan, organize, and conduct investigations and research studies and to analyze data, methods, and procedures.  
Utilize modern data processing procedures, including on-line systems; write reports.  
Compile, organize, and present data in graphic, pictorial, tabular, written, and oral forms.  
Establish and maintain effective relationships with others.  
Analyze effectively.

**Education and Training:**

Graduation from a recognized four-year college with a degree in public administration, business administration, industrial engineering, industrial relations, educational administration, or a related field.

**Experience:**

Three years in an administrative or staff position involving administrative analysis or organization efficiency, personnel, budget, administration, or related problems.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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