

## CLASS SPECIFICATION



**CLASS:** Administrative Analyst-Human Services  
**ALLOCATION:** Health & Human Services  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** July 2005  
**REVISED:** July 2015

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### **JOB SUMMARY:**

Under general supervision, performs a variety of difficult and complex professional level administrative and analytical work to support the operations of the department in areas such as organizational systems, fiscal, budgetary and related analysis at a department level; performs legislative and policy analysis; development and administration of contractual agreements; assists in the development of grant proposals; assists with program evaluation and planning to meet requirements; maintains a variety of accounting records and prepares a variety of financial reports for multiple activities and funding sources; and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This position reports directly to a Division Manager or a Finance and Administrative Supervisor depending on the area of assignment. This is an experienced administrative support class which has programmatic and analytical responsibilities at a departmental level and supports business and financial functions. Responsibilities may involve legislative, policy and funding source analysis and review; program planning support related to specific departmental requirements; and assist in the development of grant proposals. This class is distinguished from the Administrative Analyst I/II series, which is assigned throughout the County. Further, this class is distinguished from the Fiscal Analyst in that the latter focuses on the development and administration of the annual budget and financial/fiscal analysis and reporting.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Conducts analytical, organizational and operational studies, including staffing, systems, policy, procedural and legislative analysis; consults with managers to determine parameters for analysis and other background information; researches complex laws and other regulatory requirements governing governmental operations; interprets and applies rules, regulations, and policies; prepares or assists in the preparation of a variety of management reports; compiles and evaluates information in preparation for writing reports; presents background information and description of analytical standards; outlines findings and recommendations and prepares logical supporting documentation; writes or assists in writing final reports and documentation for evaluation by management; presents reports.
- Plans and organizes administrative, operational, budgetary or other studies related to the functions and activities of the Health and Human Services Department.
- Prepares a variety of technical, statistical, financial, accounting and business records and reports and other written materials; monitors grants and funds from various funding sources, submits reports to appropriate agencies in a timely manner.
- Analyzes alternative and makes recommendations regarding such matters as budget development and administration; and policy and procedures development and implementation.
- Researches, analyzes and interprets highly complex existing, newly enacted, or proposed federal,, state and local legislation and laws for impact upon departmental service delivery; identifies and applies to varying funding sources to meet identified departmental needs.
- Confers with management and operational staff and assists in implementing changes resulting from such studies and analyses.
- Oversees long- and short-term special projects related to departmental activities.
- Assists with and performs specific management support activities such as coordinating and preparing Board agenda items, coordinating departmental budget development and administration, reviewing and assessing proposed legislation and representing the department head and others as specified.
- Confers with and represents the department and the County in meeting with staff from other departments, representatives of governmental, community, business, professional and public agencies and the public.

- Provides liaison and staff support to a variety of committees and commissions.
- Negotiates and administers a variety of agreements and services contracts.
- Maintains accurate records and files related to current areas of assignment.
- Builds and maintains positive working relationships with co-workers, County employees, representatives of community organizations, state/local agencies and the public using principles of good customer service.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May direct the work of professional, technical or office support staff on a project.
- Uses standard office equipment, including a computer, in the course of the work; may drive a County or personal vehicle to attend meeting and visit work sites.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles and practices of public administration.
- Operational principles and concepts related to social services functions and activities.
- Research methodology for the analysis of a variety of complex data.
- Application, use, and capabilities of computer software programs used to store data and to prepare reports, spreadsheets, graphs, and informational displays.
- Project management and analytical techniques.
- Principles and practices of contract administration.
- Principles and practices of general, governmental and grant accounting.
- Applicable laws, codes and regulations.
- Data collection, analysis and interpretation.
- Principles and practices of budget development and administration.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervision and training.

**Skill in:**

- Independently performing professional analytical and programmatic work.
- Analyzing, coordinating and utilizing resources effectively to meet objectives.
- Carrying assigned analytical or financial projects through, from data gathering to completion.
- Using initiative and independent judgment within general policy guidelines.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Planning, directing and reviewing the work of others on a project.
- Organizing own work, managing multiple projects and meeting critical deadlines.
- Maintaining accurate accounting, budgetary and other records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Prepare accurate administrative documents for managers, department heads, members of boards and commissions, and member of the public.
- Work independently under general supervision, exercise independent judgment, and use initiative.
- Coordinate, conduct and facilitate meetings.
- Read, understand, interpret, and apply contracts, ordinances, legislation, policies and procedures, directives and manuals.
- Communicate clearly, concisely and effectively verbally and in writing.
- Make effective verbal presentation to various groups.
- Establish and maintain effective working relationships in a diverse work force and community.
- Use computerized equipment and applications to accomplish work.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment.
- May be required to attend meetings outside the normal business hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, Economics, Statistics or a field related to the work and two years of experience performing increasingly responsible administrative analysis or departmental administrative and/or project support.

*Candidates with strong experience who lack the degree are encouraged to apply.*

**PREFERRED:** In addition to the minimum, additional years of experience, as defined above.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept. Approval: Department Head  
Date:

EEOC: B  
WC: 9410

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_