

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

ADMINISTRATIVE ANALYST

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by Civil Service Commission: 12/12/2018
Classification Series: Analyst Series	Approved by City Council: 01/15/2019
FLSA Status: Exempt	Resolution No.: 2019-01

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under direction, to perform professional level administrative and analytical work, including comprehensive and sensitive special projects and studies, in the areas of departmental management, budget and operations; and perform other related duties as assigned.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Conducting administrative and special studies and making reports and recommendations;
- Assisting in budget preparation and reviewing budget requests;
- Assisting in analyzing revenue sources;
- Coordinating departmental activities and administering agreements with outside consultants, contractors or governmental agencies;
- Studying space allocations and resources utilization;
- Analyzing and recommending improved methods and procedures;
- Providing advice and assistance to departments regarding administrative practices;
- Working with citizen groups and commissions;
- Initiating and conducting research, surveys or special studies; leading organization, budget and operations activities;
- Conducting analytical studies, and making reports and recommendations;
- Developing budget estimates and requests;
- Preparing departmental budget items;
- Analyzing revenue sources;
- Coordinating departmental activities with outside consultants, contractors or agencies;
- Developing systems/procedures for assigned functions, and monitoring and revising as necessary;
- Analyzing and recommending improved methods and procedures;
- Providing advice and assistance to departments regarding administrative practices;
- Monitoring contracts for compliance;
- Representing department management at conferences, meetings and legislative hearings of the City Council or City Commissions;
- Preparing reports, procedures manuals and correspondence;
- Supervising paraprofessional or clerical staff;

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(Continued)

- Developing and implementing recommendations involving broad areas of policy formulation or complex administrative action;
- Carrying out assignments with minimal supervision; and
- Performs other related duties as assigned or as the situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Public administration policies, practices and procedures, including personnel and fiscal management procedures;
- Statistical and research methods;
- Administrative survey techniques; and
- Computer applications related to analysis.

Skills:

- Proven computer skills and ability to efficiently use standard office software.

Ability to:

- Interpret analyze and solve operating problems of organization and management;
- Collect and evaluate data, draw valid conclusions and project consequences of various alternative recommendations;
- Operate personal computer with proficiency and familiarity;
- Communicate effectively, orally and in writing;
- Prepare complex reports and analyses;
- Maintain effective relationships with those contacted during the course of work; and
- Reason logically to analyze and solve operating problems.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or GED (General Education Degree) equivalent is required or CHSPE (California High School Proficiency Examination) and college level business and/or public administration or related field courses from an accredited university or college.

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Experience:

- A minimum of two (2) years of professional level experience in administrative or management analysis.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.