

**CITY OF FONTANA
ADMINISTRATIVE ANALYST I/II**

DEFINITION: Under direction and/or general supervision from higher level management staff, performs a variety of professional level duties and responsibilities involved in the evaluations, development and administration of City programs including operational audits, budget analysis, personnel management, and productivity studies. This position may exercise functional and technical supervision over clerical staff.

DISTINGUISHING CHARACTERISTICS:

Administrative Analyst I – This is the entry level class in the Administrative Analyst series. This class is distinguished from the Administrative Analyst II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Administrative Analyst II – This the full journey level class within the Administrative Analyst series. Employees within this class are distinguished from the Administrative Analyst I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and fully aware of the operating procedures policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level or when filled from the outside require prior work experience.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

- Develop and review budget allocation proposals for assigned department; develop and coordinate policies and procedures for the budget development process; monitor departmental expenditures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Collect, monitor and analyze data for a variety of studies; conduct interviews and field site visits; participate in and direct meetings with key management staff.
- Review, analyze and monitor assigned departmental budgets; identify, review and present recommendations to City management regarding alternative funding and service level recommendations.
- Design and participate in a variety of studies; provide management level analysis of issues and actions relative to assigned area of responsibility; provide recommendations for improving the operational efficiency of assigned department.
- Review and evaluate cost-benefit proposals; make recommendations for improvements; review changes with appropriate departments.
- Interpret personnel policies and procedures; respond to request for information and assistance from employees, management, outside agencies and the public.
- Conduct studies, analysis, and research on a broad range of personnel assignments; compose, distribute, receive and analyze salary and benefit surveys; complete various government reports

- Participate in the maintenance of the classification system; implement procedures to ensure compliance with applicable laws and regulations; conduct job classification audits and prepare or revise job specifications and audit reports as assigned.
- Maintain compliance with pertinent Federal, State and local laws, regulations and ordinances.
- Develop and maintain a variety of complex data files; trouble-shoot system problems.
- Prepare a variety of reports including grant proposals for special funds, development plans, performance reports, contracts, bid specifications, compliance reports, environmental documents, and insurance claims.
- Answer questions and provide information to the general public and City or department staff concerning technical or statistical issues; investigate problems and recommend corrective action as necessary to resolve problems.
- Administer a variety of special programs; conduct field inspections and data collection.
- Coordinate unit activities with those of other departments and divisions and outside agencies and contractors.
- Represent department at hearings and settlement conferences; attend and participate in a variety of professional groups and committees.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds is also required.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

Administrative Analyst I

- Principles and practices of public administration.
- Principles and methods of budget preparation.
- Principles and methods of program analysis.
- Principles and practices of revenue forecasting.
- Basic principles and practices of personnel administration.
- Basic principles and practices of statistical analysis and research.

Ability to:

- Learn pertinent Federal, State and local laws, codes and regulations.
- Analyze and resolve operational problems.
- Gather, organize and analyze statistical data.
- Learn job analysis data collection efforts.
- Develop operational reports and recommendations.
- Interpret and apply City Policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Administrative Analyst II

In addition to the qualifications for Administrative Analyst I, knowledge of:

- Principles of economics, financial analysis, and cost-benefit analysis.
- Modern principles and practices of personnel administration.
- Principles and practices of training.

Ability to:

- Prepare, analyze and monitor a budget.
- Evaluate and develop improvements in operations, procedures, policies and methods.
- Effectively administer assigned programmatic responsibilities.
- Perform administrative duties with minimal supervision.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Administrative Analyst I - One year of analytical experience in the areas of personnel management, budget development or finance is desirable.

Administrative Analyst II - Two years of professional experience involving the administration of management systems and procedures including personnel management, budget analyses, operational audits, or management studies.

Education: Administrative Analyst I - Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, personnel management or a related field.

Administrative Analyst II - Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, personnel management or a related field.