

CITY OF MILPITAS
Established: June 1985
Revised: 03/00, 04/03,
07/06
EEOC: Professional
FLSA: Exempt
Unit: Unclassified
Physical: 6

ADMINISTRATIVE ANALYST I/II

DEFINITION

To perform a variety of responsible administrative and analytical assignments in the support of the improvement of management functions, practices and services or the implementation of program objectives; to perform professional work in a variety of program areas; and to provide staff support in the administration and implementation of City programs, and policies as assigned.

Positions in this class perform a wide variety of management analysis activities. Typical assignment areas include, but are not limited to budgeting, management and organization, workflow and staffing, systems development, program management and evaluation, policy and procedure development, management information analysis, classification, recruitment and examination, employee relations, and training. Incumbents may be assigned to either a specific analysis activity, such as budget review or operations analysis, or to a generalist assignment with responsibility for dealing with a wide array of analytical staff assignments. Incumbents are expected to be capable of performing a variety of management analysis techniques and procedures.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst I: This is the entry-level class in the Administration Analyst Series. Positions in this class are distinguished from the Administration Analyst II class by the performance of less than the full range of duties as assigned to the journey level class in this series. This class is typically used as a training class in which incumbents have a four-year degree and limited work-related experience. Incumbents work under immediate supervision while learning job tasks.

Administrative Analyst II: This is the full journey level class in the Administrative Analyst series: Positions in this class are distinguished from the Administrative Analyst I class in that incumbents are able to perform the full range of duties, as assigned, independently with only occasional instruction or assistance as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Administrative Analyst I: Receives direct supervision from the immediate supervisor and may receive indirect supervision from a higher-level Analyst. Exercises no supervision.

Administrative Analyst II: Receives general supervision from the immediate supervisor. May exercise supervision over assigned clerical or technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of responsible and technical administrative and analytical assignments.

Conduct surveys and perform research and statistical analyses as requested; prepare summary reports.

Interview and consult with departmental officials and employees, representatives from other organizations and groups, and the general public to give and/or secure necessary information.

Assist in formulating program policy, goals and procedures; collect and compile relevant data supporting recommendations.

Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.

Analyze issues and prepare reports.

Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics; monitor progress and evaluate work measurement data of various City programs.

Develop and analyze quantitative data for management evaluation purposes.

Prepare and present factual and statistical data and make recommendations in written, graphic and oral form.

Make verbal presentations of study findings/recommendations to department and City management and commissions, as the assignment requires.

Provide information and interpretation regarding City rules, regulations and procedures.

Perform audits and analysis in areas such as: programs, contracts, and budgets.

Participate in special projects as assigned.

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EXAMPLES OF DUTIES

Input and retrieve data from computer systems.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of local government organization and administration.
- Statistical concepts and methods.
- Communications techniques required for gathering, evaluating, and transmitting information.

Ability to:

- Learn applicable procedures, rules, laws, and policies.
- Communicate effectively, orally and in writing.
- Gather, analyze, evaluate, interpret and present a variety of data and information.
- Prepare reports supporting recommendations.
- Establish and maintain effective working relationships.
- Interact with personnel at all organizational levels and function in stressful and/or confrontational situations.
- Initiate, plan, and complete work assignments with a minimum amount of supervision.
- Collect, compile, and analyze information and data.

Administrative Analyst II: In addition to the qualifications required for the Administrative Analyst I:

Knowledge of:

- Applicable federal and state laws and regulations.
- Fundamental principles and practices of public administration.
- Principles and practices of budgetary analysis.
- Report writing techniques and spreadsheet development and analysis techniques.

Ability to:

- Apply and interpret procedures, rules, laws, and policies.
- Analyze complex data and make sound, well-structured recommendations.
- Use and manage automated information systems, including the personal computer applications such as word processing and spreadsheets.

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EDUCATION AND EXPERIENCE

Administrative Analyst I: Bachelor's degree from an accredited college or university with major coursework in human resources administration, public administration, political science, business administration or a closely related field.

Administrative Analyst II: In addition to the above, two years of responsible technical or administrative experience in an operating or staff agency in business or government, comparable to that of an Administration Analyst I in the City of Milpitas.

LICENSE OR CERTIFICATE

Possession and maintenance of a valid California Driver's License may be required.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.

Approved by:

City Manager

Date

Human Resources Director

Date