



City of Newark, California

Class Code: 065
WP Code: SR ADMIN ANALYST
Established: _____
Revised: 06-00; 07-06
EEO Code: P

CLASS SPECIFICATION

SENIOR ADMINISTRATIVE ANALYST

DEFINITION

Under direction, to perform advanced professional administrative work by conducting complex and comprehensive analyses of a wide range of programs and services; to perform special projects; to recommend policies and procedures; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Administrative Analyst series. Performance is reviewed on the basis of general results obtained. Positions at this level are distinguished from other classes within this series by the level of responsibility assumed, complexity and sensitivity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including lead supervision to lower level administrative staff.

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

Plan, prioritize, assign, supervise, and review the work of assigned staff.

Exercise direct supervision over assigned administrative personnel; participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies; implement discipline procedures.

Respond to citizen complaints and requests for information; write public information materials.

Develop and administer department budgets.

Coordinate the implementation of assigned programs, policies, and projects; review work to ensure compliance with department policy, standards, and directions.

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

Senior Administrative Analyst

Assist in the coordination of intra-departmental and departmental activities with other City departments and outside agencies; confer with other departments on a variety of administrative matters; may provide staff support to City Council, commissions and committees.

Assist in the development of short and long range plans; gather, interpret, and prepare data for studies, reports, and recommendations; prepare a variety of studies, reports, budgets, and related information for decision-making purposes such as organizational change.

Make presentations to supervisors, managers, City Council, civic groups, and the general public; conduct training programs.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of operational and organizational analysis.

Organizations, functions, policies, and administrative procedures of local government.

Principles of supervision, training and performance evaluations.

Budgeting procedures and techniques.

Research techniques, statistical methods, and report writing.

Modern office procedures and computer equipment.

Pertinent local, State and Federal rules, regulations and laws.

Ability to:

Plan, organize and administer programs and projects; conduct organizational, operational, and statistical analyses.

Prepare and analyze a variety of complex reports, studies, and related information for decision making purposes.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Establish and maintain effective working relationships with those contacted in the course of work.

Supervise, train, and evaluate assigned personnel.

Develop goals and objectives for a program area.

Communicate clearly and concisely, both orally and in writing.

Make accurate arithmetic calculations and perform complex computations.

Develop and conduct training programs.

On a continuous basis, sit in a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Experience and Training:

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

Experience:

Four years of increasingly responsible administrative and/or analytical experience, with at least one year of experience performing work similar to that of an Administrative Analyst in the City of Newark.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, economics or a related field.

License or Certificate

Possession of, or ability to obtain by date of employment, a valid Class C California driver's license and a satisfactory driving record.

Probationary Period: 12 Months

FLSA: Exempt