

Class Title: Administrative Analyst

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Plans, analyzes, develops, and performs complex studies and research projects impacting departmental or citywide policy and strategic planning. Provides analysis sufficient to support long-term planning, problem-solving, and executive action.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 1 | S | Analyzes and reviews long-range program requirements to ensure conformance with City policies, codes, and departmental goals and standards; performs duties assigned by departmental management to assist with strategic planning and employee development. |
| 2 | S | Conducts research on existing programs and benchmark analyses using applicable information resources; utilizes resulting data for policy revision and program review. |
| 3 | S | Contributes to the development of cost/benefit analyses by gathering data, developing spreadsheets, analyzing the results, and providing a recommendation to a project team based on the goals of the project. |
| 4 | S | Conducts market and demographic research and analyses by using the Internet and other information sources to collect and disseminate statistical data related to a specific request; maintains informational databases. |
| 5 | S | Assists managers with business planning, attraction, and retention; assists with identifying departmental funding needs and making the appropriate allocations; organizes and structures debt issuance programs with assistance from bond counsel, financial consultants, underwriters, feasibility and arbitrage consultants, and other professionals retained by the City |
| 6 | S | Coordinates program plans and activities with City departments, agencies, civic groups, citizens, and other stakeholders. |

CSC Adopted: October 2001, CSC Revised: January 2015

CLASS REQUIREMENTS:

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent; depending on area of assignment, a Master's degree may be preferred. |
| Experience | Two years experience in policy development, strategic planning, or organizational development; or an equivalent combination of education and experience. |
| Certifications and Other Requirements | N/A |
| Reading | Work requires the ability to read and interpret college level materials. |
| Math | Work requires the ability to perform complex financial analyses and statistical analyses of large amounts of data. |
| Writing | Work requires the ability to write briefing papers, policy recommendations and other college level materials. |
| Managerial | Managerial responsibilities include strategic planning, benchmarking, budget preparation and administration; may conduct performance evaluations. |
| Budget Responsibility | Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations. |
| Supervisory / Organizational Control | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees. |
| Complexity | Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations and may prepare oral presentations regarding research and findings. Working with various state and federal agencies may also be required of the employee. |

CSC Adopted: October 2001, CSC Revised: January 2015

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | X | Light | Medium | Heavy | Very Heavy |
|---|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | R | Copier, fax machine, filing |
| Sitting | F | Computer, desk work, meetings |
| Walking | R | Inter-office, to/from office equipment |
| Lifting | R | Office supplies, files, reports |
| Carrying | R | Office supplies, files, reports |
| Pushing/Pulling | N | |
| Reaching | N | |
| Handling | R | Office supplies, files, reports |
| Fine Dexterity | F | Computer keyboard, calculator, writing |
| Kneeling | N | |
| Crouching | N | |
| Crawling | N | |
| Bending | N | |
| Twisting | N | |
| Climbing | N | |
| Balancing | N | |
| Vision | C | Computer, desk work, writing, reading, use of office equipment |
| Hearing | C | Telephone, co-workers, supervisor, meetings |
| Talking | C | Telephone, co-workers, supervisor, meetings |
| Foot Controls | N | |
| Other (specify) | N | |

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, Telephone, Standard Microsoft Windows and Office software, GIS, Business Analyst, dbase, Internet

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | N |
| Chemical Hazards | N | Extreme Temperatures | N |
| Electrical Hazards | N | Noise and Vibration | N |
| Fire Hazards | N | Fumes and Odors | N |
| Explosives | N | Wetness/Humidity | N |
| Communicable Diseases | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | N |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | R |
| Other (see 3 below) | N |

- (3)