

CITY OF OCEANSIDE

REVISED: JANUARY 2006  
JOB CODE: ADMIN41 or ADMIN42  
ADMIN49 or ADMIN50  
UNIT: MECO or UNREP/SUPV

**ADMINISTRATIVE ANALYST I**  
**ADMINISTRATIVE ANALYST II**

*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.

**CLASS CHARACTERISTICS**

**Administrative Analyst I** – This is the entry-level class in the Administrative Analyst series. Performs professional level administrative and analytical work in the areas of departmental management, budget and operations.

**Administrative Analyst II** - This is the full journey-level class within the Administrative Analyst series. The Administrative Analyst II performs the full range of professional level administrative and analytical work in the areas of administration, fiscal management, budget, operations, special projects and studies. Employees within this class are distinguished from the Administrative Analyst I by the performance of the full range of duties as assigned. This level also assists in providing training to Administrative Analyst I positions. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, once proficiency is demonstrated. When filled from the outside at this level, incumbents must have considerable prior experience.

**EXAMPLES OF DUTIES** – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

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; and preparing reports and correspondence; 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; working with citizens' groups and commissions; conducting special studies and assignments; preparing reports, procedures manuals and correspondence; supervising paraprofessional or clerical staff; developing and implementing recommendations involving broad areas of policy formulation or complex administrative action; and carrying out assignments with minimal supervision.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

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

#### **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.
- Reason logically to analyze and solve operating problems.

### **Experience and Training Guidelines**

#### **ADMINISTRATIVE ANALYST I**

**Experience:** A minimum of one year professional level experience in administrative or management analysis.

**Training:** A Bachelor's degree or higher in public administration, business administration or a closely related field.

**License:** A current, valid, California driver's license.

**ADMINISTRATIVE ANALYST II**

**Experience:** A minimum of two years of professional level experience in administrative or management analysis.

**Training:** A Bachelor's degree or higher in public administration, business administration or a closely related field.

**License:** A current, valid, California driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:** Office environment; exposure to computer screens.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.