

IMPERIAL COUNTY

CLASS TITLE: ADMINISTRATIVE ANALYST I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible administrative tasks in support of an assigned division or small department; prepare reports, perform research studies, prepare grant applications and provide analysis and recommendations regarding a variety of administrative matters.

DISTINGUISHING CHARACTERISTICS:

The Administrative Analyst I incumbents perform assignments primarily at the division level of a major department or at the department level of a small department. Administrative Analyst II incumbents are assigned to large departments and perform more complex assignments with direct Department-wide impact. Administrative Analyst III incumbents report to the CAO and are assigned complex projects with substantial County-wide impact.

REPRESENTATIVE DUTIES:

Perform studies for an assigned division or small department; research data, analyze results and prepare recommendations for review of Department Head.

Analyze reports, regulations, requests for information and other matters; identify alternative approaches to resolve issues and make recommendations to Department Head for proper course of action.

Prepare grant proposals in support of the department activities; receive, review and analyze potential revenue sources; recommend approaches to satisfy requirements of revenue sources.

Coordinate with other support agencies to accomplish goals of the department; interact with numerous federal, State and County government agencies, private agencies and law enforcement agencies.

Prepare a variety of complex reports in support of department activities and programs; consolidate data from several sources and assure accuracy of data presented.

Compose correspondence reports, manuals and other documents for management, which communicate Department policies and procedures.

Attend meetings and conferences representing the assigned department.

Analyze new laws, rules, regulations and proposed legislation; provide reports to the Department Head and others regarding impact on the County of Imperial; recommend changes to County policy, programs and codes as necessary to implement new legislation.

Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public budgetary processes.

Statistical methods.

Operation of a computer terminal and data entry techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Research methods and report writing techniques.

Laws, rules and regulations related to assigned activities.

Inter-personnel skill using tact, patience and courtesy.

Budget preparation and control.

ABILITY TO:

Recognize, define and resolve administrative support problems in a day-to-day operating environment.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public administration or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

WORKING CONDITIONS:

Office environment.

Physical abilities required include dexterity of hands and fingers to operate a computer terminal, typewriter and other office equipment, hearing and speaking to exchange information.