

ADMINISTRATIVE ANALYST**DEFINITION**

Under general supervision, to perform a wide variety of administrative studies of average difficulty; to gather data and assist in making recommendations on difficult administrative procedures; and to do related work as required.

EXAMPLES OF DUTIES

1. Independently conducts studies and makes preliminary recommendations on the less difficult problems of organization, staffing, work flow, and related management activities in the various County departments
2. Learns and assists in reviewing department budget requests
3. Reviews and makes preliminary recommendations on fund transfers
4. Assists in planning, gathering data, and making recommendations on the more difficult problems of position classification, performance standards, work flow, and department organization
5. Assists in the Countywide program of recruitment and selection by preparing recruitment brochures, personally interviewing or assisting in interviewing applicants, and recommending applicants to departments for possible selection
6. Participates in such special projects as developing employee-employer relations programs and in-service training programs.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:**Working knowledge of:**

1. Administrative survey principles and techniques
2. Public administration and county government
3. Personnel management, including recruitment, selection, position classification, and salary administration.

Skill and Ability to:

1. Conduct, analyze, and make recommendations on a variety of administrative activities
2. Speak and write effectively
3. Establish and maintain cooperative working relationships with those contacted in the course of work.

Administrative Analyst

CLASS HISTORY

Class Code: 14A01
Established Date: October, 1969
Revised Date: October, 1975
June, 1996
October, 1998
Former Title:

CLASS DATA

Job Group: 03
EEO Category: P
Work Comp. Code: 8810
Bargaining/Employee Unit: X
FLSA: E
MOCO OT: N

Prepared by: AA 10/22/98

Approved by:

County Administrative Office

Date