

## **ADMINISTRATIVE ANALYST SERIES**

### **Definition:**

Under varying levels of supervision assists in the operation of a variety of activities within an assigned department or major program; analyzes data; prepares reports and makes recommendations; provides a wide variety of administrative assistance to management and performs related work as required.

### **Class Titles**

**Administrative Analyst I**  
**Administrative Analyst II**

### **Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Researches, compiles and organizes data for management review.

Conducts surveys and performs research and statistical analyses.

Reviews and evaluates forms and manuals and recommends changes.

Composes and issues correspondence and prepares a variety of reports independently.

Coordinates services and activities with other City departments/divisions and with outside agencies and organizations.

Interacts with City personnel, the public and representatives of other agencies in the review, analysis, adjustment and implementation of City programs and policies.

Administers or assists in administering service contracts.

Assists in preparing and monitoring a department budget and expenditure of funds.

Analyzes applicable federal, state and local legislation, regulations and codes and prepares reports concerning the potential impact of same.

Receives and responds to citizen and vendor related inquiries and concerns.

Makes oral and written presentations.

Participates in a variety of meetings, may provide staff assistance to commissions or other groups and serves as a departmental or City representative at meetings as assigned.

Prepares or coordinates the preparation of grant applications and conducts the administrative action necessary to implement grants when received.

Drives a vehicle on City business depending on area assigned.

Performs other projects/tasks as assigned.

**Class Characteristics:**

Administrative Analyst I is an entry level class associated with the less complex assignments and/or projects in the general field of public administration. An incumbent may have limited experience and normally works under direct supervision. Administrative Analyst II is a trained, responsible class. Incumbents are experienced in and knowledgeable of general public administration and perform the more complex duties of the classification. They are assigned wider responsibilities and greater operating independence than an Administrative Analyst I and may serve as a lead to lower-level classifications. An Administrative Analyst II normally works under the general supervision of the department or a division head.

Positions in the Administrative Analyst class series are flexibly staffed; positions at the Administrative Analyst II level are normally filled by advancement from the Administrative Analyst I level. Progression to the Administrative Analyst II level is dependent on (a) the incumbent meeting the knowledge, skills and abilities for the classification including any licenses and certifications; (b) current performance rating of at least "Exceeds Expectation"; (c) at least one year of experience at an Administrative Analyst I level; and (d) City Manager approval for progression to the Administrative Analyst II level.

Bargaining Group: FMEF

**Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

**Administrative Analyst I**

**Knowledge of:**

Principles and practices of public administration and business organization.

Techniques and methods of administrative analysis and research.

Mathematical principles.

Methods of making oral and written presentations.

Business letter and report writing and business math.

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

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Agency staff.

**AND**

**Ability to:**

Conduct effective, responsible research and analysis.

Prepare comprehensive reports.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; make oral presentations.

Use independent judgment and initiative.

Understand and carry out oral and written instructions.

Handle job stress and maintain composure in public settings.

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

Read at the level required for successful job performance.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

**Administrative Analyst II**

**In addition to those of the Administrative Analyst I**

**Knowledge Of**

Municipal government structure.

Current trends in public administration.

Applicable federal, state and local laws, regulatory codes, ordinances and procedures related to area of assignment.

Basic principles and practices of budget administration and monitoring.

Principles of providing functional direction and training.

**AND**

**Ability to**

Draw conclusions and make recommendations based on data.

Organize and conduct meetings.

Analyze and solve problems.

Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.

Effectively provide staff leadership and work direction.

**Education and Experience:**

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

Bachelor's degree or equivalent from an accredited college or university in business administration, public administration, or a closely related field.

**AND**

Administrative Analyst I: None

Administrative Analyst II: Two years of experience at a level equivalent to a City of Fullerton Administrative Analyst I.

**Special Requirements:**

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment. Office work requires sitting for periods of time and the use of a computer keyboard and screen. The incumbent stands, kneels, bends, crouches, twists and may grasp, lift, carry, push, pull and drag boxes of files and records weighing 30 pounds or less and, depending on area assigned, drive a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:**

Administrative Analyst I: Non-Exempt.  
Administrative Analyst II: Non-Exempt.

Revised October 2024 including removal of Senior Administrative Analyst  
Revised July 2003  
Revised August 1995