



Tuolumne County Transportation Council

FEBRUARY 2023

FLSA: EXEMPT

Bargaining Unit: Executive Confidential

ADMINISTRATIVE ANALYST I / II / SENIOR

DEFINITION

Administrative Analyst I/II

Under general supervision or direction, provides administrative, budgetary, grant, and work-flow support to the Tuolumne County Transportation Council (TCTC) and Tuolumne County Transit Agency (TCTA) Executive Director, Board, and assigned departmental projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, staffing, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships and acts as a liaison with various community, public, and regulatory agencies; and performs related work as required.

Senior Administrative Analyst

Under general direction, plans, oversees, and provides administrative, budgetary, grant, and work-flow support to the Executive Director, Board, and an assigned Department Head in the formulation and implementation of policies and procedures; administers major functional areas, programs, or special projects; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluation for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative Analyst I/II: Receives general supervision or direction from assigned supervisory or management personnel. Exercises no direct supervision over staff. May provide technical and functional direction to lower-level staff.

Senior Administrative Analyst: Receives general direction from assigned management personnel. May exercise direct and general supervision over assigned professional, technical, and office support staff.

CLASS CHARACTERISTICS

Administrative Analyst I: This is the entry level class in the Administrative Analyst series. Initially under close supervision, incumbents with basic professional administrative support perform analytical and technical work within an assigned department. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Administrative Analyst II: This is the fully competent class in the Administrative Analyst series. Incumbents develop and implement policies and procedures for a variety of projects and programs within an assigned department, including budget administration, contract administration, management analysis, and program evaluation. Incumbents support the work of departmental management staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. Incumbents are expected to have specific knowledge of program and functional areas of TCTC/TCTA Office and Board and perform grant and contract administration. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising a higher level of judgment and initiative. This class is distinguished from the Senior Administrative Analyst in that the latter may be responsible for technical and functional supervision of lower-level administrative support staff and is capable of performing the most complex duties assigned to the department.

Senior Administrative Analyst: This is the senior level class in the administrative analyst series. Incumbents plan, develop, and implement policies and procedures for an assigned department, including multi-divisional and/or departmental budget preparation, contract administration, management analysis, and program evaluation. Incumbents facilitate and support the work of departmental management staff by organizing and overseeing day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. Responsibilities include administering a major functional area, program or special project as assigned, and performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, and may involve frequent contact with the public. Incumbents perform the most complex and/or publicly sensitive analytical work and provides supervision over assigned staff. This class is distinguished from the department manager classifications in that the latter have full management and supervisory authority in planning, organizing, and directing the full scope of operations within the department.

Positions in the Administrative Analyst class series are flexibly staffed and positions at the II and Senior level are normally filled by advancement from the lower levels as adequate experience is gained.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only) *Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Administrative Analyst I/II:

- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.

- Coordinates and performs professional-level administrative and programmatic work in such areas as budget development, financial administration and reporting, grants, purchasing, database management, contract administration, management analysis, public information, and program evaluation.
- Performs a variety of duties in the formation and implementation of grant management; assists with the research, development and implementation of the more complex grants.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- Participates in the development and administration of departmental budgets; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Plans, oversees, and administers highly complex department-specific programs and projects; develops and manages program budgets, including revenue projections, multi-year cash flow analysis, cost containment, and grant funds disbursement; directs all aspects of assigned programs, including legal and regulatory compliance to avoid substantial fines; receives, reviews, and organizes program applications; ensures that awards stay within funding limits.
- Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- May assist in the development and reporting of alternate funding sources and ensures compliance with Federal, State, County, and funding agency and accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Makes presentations to the Board; participates on a variety of interdisciplinary committees and commissions and represents TCTC/TCTA to a variety of community and stakeholder groups, the public, representatives of governmental agencies, and professional and business organizations.
- Coordinates department, projects and programs with other government agencies, civic and community organizations, professionals, consultants, committees and others as appropriate.
- Confers with other management staff regarding provision of administrative and support services, including contracts, agreements, and grant reporting.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Assists with, coordinates, and organizes community events; represents TCTC/TCTA to residents in explaining policies; provides outreach and public education programs to the community.
- Performs related work as required.

Senior Administrative Analyst: (in addition to the above)

- Plans, designs, develops, organizes, oversees, and administers multiple highly complex department-specific programs and projects; develops and manages program budgets, including revenue projections, multi-year cash flow analysis, cost containment, and grant funds disbursement; directs all aspects of assigned programs, including legal and regulatory compliance to avoid substantial fines; receives, reviews, and organizes program applications; ensures that awards stay within funding limits.
- Conducts complex analytical studies; develops and reviews reports of findings, alternatives and recommendations; prepares a variety of periodic and special reports.
- Provides contract administration for professional services sought by assigned departments; prepares and evaluates requests for proposals; establishes new contracts and creates new procedures and guidelines to existing contracts that need improvement or that are up for potential renewal; develops and administers complex contracts including maintenance, goods, or service contracts and agreements; monitors contract expenditures and identifies budget transfers as needed.
- Coordinates department, projects and programs with other government agencies, civic and community organizations, professionals, consultants, committees and others as appropriate.

- Coordinates, oversees, and performs professional-level administrative work in such areas as budget development, financial administration and reporting, grants, purchasing, database management, contract administration, management analysis, public information, and program evaluation.
- Participates in and oversees the development and administration of multi-divisional and departmental budgets; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Participates in the development and reporting of alternate funding sources and ensures compliance with Federal, State, County, and funding agency and accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Reviews proposed Federal and State legislation and prepares written analyses of issues affecting operations.
- Confers with other management staff regarding provision of administrative and support services, including contracts, agreements, and grant reporting.
- Represents TCTC/TCTA at meetings and participates as a committee member or committee chair as required; participates on a variety of interdisciplinary committees and commissions and represents TCTC/TCTA to a variety of community and stakeholder groups.
- Analyzes department budget requests and provides recommendations for annual budget inclusion or exclusion; evaluates departmental requests for budget amendments or transfers; provides assistance to Departmental Head and employees in the preparation and management of department budgets.
- Assists departments with procurement and bid processes.
- May manage specialized department databases; meets with supervisory, management, and department staff to identify system needs; oversees department's performance monitoring and reporting, including department work plans; plans and forecasts workload and routinely assesses progress against established work plans.
- Participates in the selection, motivation, and evaluation of assigned staff; provides or coordinates staff training; may work with employees on performance issues.
- Directs the work activities of assigned personnel; prioritizes and coordinates work assignments; reviews work for accuracy; recommends improvements in workflow, procedures, and use of equipment and forms.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of business and public administration as applied to the operational unit and program administration.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Project and/or program management, analytical processes, and report preparation techniques; programs such as, but not limited to, purchasing, finance, budgeting, and other related governmental programs.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Record keeping principles and procedures.
- Sources of information related to a broad range of county programs, services, and administration.
- Public relations techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing TCTC/TCTA in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

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

Administrative Analyst II: (In addition to the above)

- Administrative principles and methods, including goal setting, planning, program and budget development and implementation.
- Principles and practices of grant and contract administration and evaluation, public agency budget development and administration, and sound financial management policies and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.

Senior Administrative Analyst: (In addition to the above)

- Principles and practices of business and public administration and government.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Ability to:

- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret budgetary and financial statements.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Administrative Analyst II: (In addition to the above)

- Devise methods and procedures for obtaining a variety of data.

- Analyze data and draw logical conclusions including preparing, analyzing and reconciling fiscal records, reports and recommendations.
- Develop, implement and interpret goals, objectives, policies, procedures and work standards for the department.
- Perform professional administrative and analytical work and interpret, summarize, and recognize the implications of complex documents.
- Gain cooperation through discussion and persuasion.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent TCTC/TCTA in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Senior Administrative Analyst: (In addition to the above)

- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Select, train, motivate and evaluate assigned staff.

Education and Experience:

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

Administrative Analyst I: One (1) year of responsible administrative, budget, or analytical experience.

Administrative Analyst II: Two (2) years of professional experience performing administrative, budget, or management functions, preferably in the public sector, or one (1) year of experience equivalent to Administrative Analyst I with TCTC/TCTA.

Senior Administrative Analyst: Five (5) years of professional-level budgetary, programmatic, special projects, or related administrative support experience preferably in the public sector, or two (2) years in a position equivalent to Administrative Analyst II with TCTC/TCTA. A master's degree in Public Administration is desirable.

Licenses and Certificates:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work on evenings, weekends, and holidays when needed.