



ADMINISTRATIVE ANALYST I

DISTINGUISHING CHARACTERISTICS:

This is the entry level and first working level. Incumbent initially works under closer supervision while performing duties.

The Administrative Analyst job class represents professional positions responsible for implementing and maintaining the budget process and fiscal recordkeeping and reporting operations at the department/division level.

The Administrative Analyst classification oversees and participates in the day-to-day fiscal/accounting operations and budget preparation/monitoring activities in assigned department/division. The Administrative Analyst may supervise clerical and/or technical employees in the implementation of budget processing, accounting, financial reporting, contract monitoring, specialized programmatic activities, and/or other related services and functions.

Specific duties will vary with the organizational unit to which assigned. Selected positions within the County of Inyo may be allocated to this job series in the performance of any one of the designated areas of responsibility on a department-wide basis.

Examples of this include:

Personnel: Under supervision of the Personnel Officer, performs a wide variety of administrative, technical, and professional work in support of a centralized personnel system, including recruitment and selection, classification, compensation, benefits administration, and employee relations; and performs related duties as required.

Payroll: Under direction of the Auditor-Controller, independently maintains and processes payroll records and reports for accounting of salaries and wages, accruals, deductions, and other payroll functions for the County, Special Districts, and the Courts.

Health and Human Services: Work with State and local agencies on budgets, accounting, collections, which may include, but not limited to, attendance at workshops, document preparation, program development, negotiations, evaluations, directing staff in daily accounting duties, preparation of necessary monthly, quarterly, and yearly documents, and perform related duties as required. Work with HHS Administration in the development and implementation of various State mandated programs, and perform

the necessary duties required by those programs. Analyze revenues and expenditures in relation to program service requirements and service delivery.

ESSENTIAL JOB DUTIES: Works closely with the Department or Division Head or independently and performs a variety of responsible administrative, organizational, budgetary, accounting, and statistical work; researches, writes, monitors, and administers a variety of grants; works with the public; monitors, maintains, and organizes training and other records; prepares budget documents; prepares and presents comprehensive reports and recommendations; assist in the development and implementation of various State mandated programs, and perform the necessary duties required by those programs. May supervise and evaluate the personnel assigned to assist with the accounting programs, trust distributions and balancing, and any other programs and systems determined to be necessary or required. Analyze revenues and expenditures in relation to program service requirements and service delivery; provides accounting, collections, and related financial documents; works closely with federal, state, county, and city personnel and departments; provides public information and makes public presentations as needed; attends out-of-county training, seminars, and meetings as required; and performs other duties as assigned.

EMPLOYMENT STANDARDS:

Education/Experience:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, management, or closely related field with knowledge and understanding of governmental grant administration and monitoring being highly desirable; OR six years of office or program administrative experience including prior supervisory experience. Experience working in a governmental agency is preferred.

Knowledge of: Administrative techniques including the principles of organization, accounting, budget, and organizational analysis; budgetary procedures and practices; basic principles of administration; research methods and techniques; methods of report preparation; modern office procedures, methods, and equipment, including computer software and hardware, particularly as related to budgetary and statistical analysis.

Ability to: Collect, evaluate, and interpret varied information and data, either in statistical or narrative form; coordinate multiple projects and meet critical deadlines; prepare clear, concise and complete reports and other written materials on a variety of financial, budgetary, and administrative issues; maintain accurate records and files; perform detailed analysis and administrative work involving the use of independent judgment and personal initiative; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; work cooperatively with those contacted in the course of work. Physical ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.