

EAST BAY REGIONAL PARK DISTRICT

ADMINISTRATIVE ANALYST I & II

GENERAL FUNCTION:

Under general supervision, carries out a variety of technical, analytical, and administrative tasks in support of the division's goals and objectives.

CLASS CHARACTERISTICS:

Administrative Analyst I is the entry-level class of this series, focusing on learning to plan and conduct administrative, technical, and analytical tasks within the department.

ESSENTIAL FUNCTIONS:

On assigned projects, plans and conducts technical administrative studies and analyses, including identification of administrative problems, determination of study approach and techniques; gathers, evaluates and tabulates study data; formulates recommendations and prepares reports on the basis of evaluated data and information; evaluates priority of assignments and projects and ensures follow-up and completion through workload planning and scheduling; studies organizational work flow and layout; prepares drafts of administrative bulletins; procedures and memoranda; may assist in the completion or analysis of departmental budgets; may administer special projects under the direction of the reporting Manager. Performs related duties as assigned.

Administrative Analyst II is the journey level class of this series, focusing on the difficult and complex administrative, technical, and analytical tasks within the department.

ESSENTIAL FUNCTIONS:

This position provides primary assistance generally in one of two ways: (1) By serving in lieu of the Manager, and (2) By delegation of entire projects that would otherwise fall to the Manager. When serving "in lieu of", this position operates with the full authority of the Manager. When performing assigned projects, this position determines the methodology to be used and holds the main responsibility for the advancement of the project. Projects may range widely in terms of subject matter but typical topics would include: matters of policy, procedural analysis, budgetary analysis, operating efficiencies, staff/personnel problems, etc. Indicators of this position would include: that some projects would be of a District-wide nature; that some projects would entail some high level contacts, such as other department heads or outside agencies at the department head level; that some projects would result in Board policy material, including related Board presentations; and that most projects would be of a level that is beyond the entry level Administrative Analyst I position. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Administrative Analyst I

Education: Equivalent to completion of twelfth grade and a minimum of 90 semester or 135 quarter units of college level courses, and

Experience: One year of experience with duties and responsibilities that provided beginning level administrative skills.

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Administrative Analyst II

Education: A Bachelor's Degree from an accredited college or university in an area to provide the base related analytical skill, and

Experience: Five years experience performing professional-level administrative support tasks, in a setting relevant to the departmental position to be filled.

Substitution for either Administrative Analyst I or II:

Additional experience may be substituted for a maximum of two years of required education on a year-for-year basis.

Acceptable experience gained at the EBRPD department in question may credit toward "Experience" at a rate of 8 months EBRPD experience equals 1 year of outside experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Note: The level and scope of the knowledge and abilities listed below are related to job duties as defined under "Class Characteristics" and vary between the I and II levels.

Knowledge of database management. Effective and well developed verbal and written communication skills. Ability to research and write analytical and administrative documents, including both narrative and statistical documents, at the professional level. Ability to make timely and sound decisions and work independently without close supervision. Ability to coordinate multiple tasks and priorities. Ability to plan and organize analyses and monitoring activities. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid driver's license is a condition of initial and continued employment in this classification.

FOR THE POSITION LOCATED WITHIN THE PUBLIC SAFETY UNIT'S FIRE DEPARTMENT:

May be required to work weekends or evenings.

REPORTS TO: Management Classification or Designee

SUPERVISES: Position may direct the work of various classifications on a project by project basis.

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/04:

Level I: \$4,195.75 - \$4,564.63

Replaces "Administrative Analyst", Board Resolution #1976-5-116(1)

Level II: \$4,587.38 - \$5,034.25

Replaces "Administrative Analyst II"

Revision Approved by General Manager: December 18, 2003

Salary Revised per Joint Equity Committee Effective 1/1/04

Revision Approved by General Manager: January 3, 2008

Revision Approved by General Manager: September 30, 2009