

## **EAST BAY REGIONAL PARK DISTRICT**

### **ADMINISTRATIVE ANALYST I & II M.A.S.T.**

#### **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 a variety of administrative task related projects; writes specifications for contract work; prepares and executes bid documents and procedures initiates purchase orders; coordinates work with site staff and contractor; formulates recommendations and prepares report on the basis of evaluated data and information; works with other District departments on some projects; and assist in the preparation of board material for projects that would result in Board approval. This position may provide reports on major maintenance; will track capital and other expenditures; authorize invoices for payment; assist in the preparation of annual project selection list based on available budgeted funds; evaluate priority of assignments and projects; ensure follow-up and completion through workload planning and scheduling. 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 plans and conducts a variety of administrative task related projects; writes specifications for contract work; prepares and executes bid documents and procedures; initiates purchase orders; coordinates work with site staff and contractor; negotiates conditions with permittees; prepares and executes permit documents; inspects permit projects; formulates recommendations and prepares reports on the basis of evaluated data and information; works with other District departments and outside agencies on some projects; prepares Board material for projects that would result in Board approval and prepares Board presentations; attends planning and operational meetings on behalf of the Department. This position may provide reports on major maintenance, pavement and preservation programs and encroachment permits; will determine appropriate funding levels and track capital and other expenditures; authorize invoices for payment; update maintenance program computer data bases and prepare annual project selection list based on available budgeted funds; evaluate priority of assignments and projects; ensure follow-up and completion through workload planning and scheduling. 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

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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 in a maintenance or public works environment.

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 maintenance or public works environment.

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 the methods, materials and practices in the maintenance and construction industry. 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.

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

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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

Revision Approved by General Manager: November 5, 2009