

## **CITY OF LIVINGSTON**

### **ADMINISTRATIVE ANALYST**

#### **DEFINITION**

To perform a wide variety of analytical duties involving personnel, budget and fiscal related activities, and special projects for a variety of departments within the City.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned department head.

#### **EXAMPLES OF DUTIES**

Depending upon assignment, duties may include, but are not limited to, the following:

- Researches, compiles, tabulates, and assembles data; conducts and completes surveys and studies.
- Prepares technical reports and presentations.
- Assists with the evaluation of existing and proposed policies, procedures, programs, and functions of assigned department; consults with and advises department staff; prepares and presents recommendations.
- Reviews existing and proposed legislation for impact on City; consults with affected department; prepares and presents initial recommendations.
- Under direction, administers recruitment and selection planning activities; prepares job announcements; prepares and places advertisements; reviews applications for completeness and to determine if applicants meet minimum qualifications; serves as proctor for examinations; makes arrangements for oral interview panels and serves as chair.
- Assists with the administration of the City's benefit program; researches and responds to applicant and employee questions pertaining to benefits.
- Assists with the coordination, development, and implementation of City training and safety programs; maintain records and responds to City staff questions and inquires.
- Performs administrative duties for projects and programs; coordinates activities with other staff members and other departments and/or agencies.
- Assists with the preparation and monitoring of budget and contracts for assigned department.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of public administration, organization and administrative management.
- Basic principle and practices of public budget and contract preparation.
- Methods and techniques involved in conducting routine analytical studies.
- Basic human resources principles and practices in a public agency.
- Principles and technical report writing.

### **Ability to:**

- Understand and apply a variety of City and department policies and procedures to the public.
- Research, analyze, and make effective recommendations on human resources, administrative management, or budgetary and fiscal practices.
- Prepare technical reports in a logical, comprehensive, and concise manner.
- Establish and maintain effective working relations with City employees, outside organizations, and the public.
- Conduct routine studies, analyze data, and prepare initial recommendations.

### **Experience and Education:**

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

#### **Education:**

Bachelor's degree in business administration, accounting, public administration, or closely related field.

#### **License or Certificate:**

Possession of a valid California driver's license is required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently

required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.