EL DORADO IRRIGATION DISTRICT  
Class Specification

CLASS TITLE: Administrative Analyst I/Administrative Analyst II

DEFINITION

Under supervision performs various duties associated with providing professional administrative support for a department and/or division; performs research, statistical and other analytical work; and fulfills other administrative assignments in functional areas such as program administration, budget, and other areas.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst I - This is the entry level class in the Administrative Analyst series. Positions in this class typically have little or no directly related work experience. The Administrative Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned area of responsibility are learned.

Administrative Analyst II - This is the journey level class in the Administrative Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Administrative Analyst I

Receives general supervision from an assigned supervisor or manager.

Administrative Analyst II

Receives direction from an assigned supervisor or manager. May exercise technical and functional supervision over assigned technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES: the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

Assists in the preparation and review of division and/or assigned department operating, multi-year, and capital improvement budgets.

Investigates, analyzes, develops, and conducts special studies or projects as requested; prepares and presents technical reports of findings and recommendations.

Researches special issues, problems and procedures; prepares various documents and reports regarding special projects, problems, and requests.
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Revises and develops fees; negotiates contracts; ensures compliance of department functions with pertinent laws, regulations, and ordinances; authorizes payments for various contracts.

Assists in the development of departmental policies and procedures; recommends goals and objectives.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Reviews administrative practices and makes recommendations for improvements.

Coordinates with Human Resources on departmental personnel matters such as assisting with recruitments, scheduling selection interviews, and coordinating training programs.

Represents the department at various meetings regarding department and division functions.

Drafts, reviews, and finalizes District public work construction contracts and professional services agreements including the preparation of specifications, conduct of pre-proposal/bid and proposal/bid processes, preparation of requests for qualifications, requests for proposals, and requests for bids; serves as liaison between District, contractors and consultants; signs Notices to Proceed.

May plan, prioritize, and review the work of staff; develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.

Builds and maintains positive working relationships with co-workers, other District employees, and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Administrative Analyst I

Knowledge of:

Skill/Ability to:
Learn the process and structure of the District and the assigned department. Learn applicable Federal, State, and local laws, codes and regulations. Identify, analyze, and resolve problems and issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Analyze facts and make sound recommendations. Work with and control sensitive, confidential information. Estimate and project revenues and expenditures. Plan, initiate, and complete work assignments with a minimal direction. Use and operate a personal computer with a variety of business software. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and
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concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

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:

Experience:
One year of professional analytical experience is desirable.

Education:
Equivalent to a Bachelor’s degree from an accredited college or university in business or public administration, finance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:
Possession of, or ability to obtain, a valid California driver’s license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Administrative Analyst II

In addition to the qualifications for the Administrative Analyst I:

Knowledge of:

Skill/Ability to:
Independently perform professional analytical duties in support of District departments, divisions programs. Prepare and make effective oral presentations to a variety of formal and informal audiences. Interpret and apply Federal, State and local policies, procedures, laws and regulations. Provide technical and functional supervision over assigned staff; effectively train staff.

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:
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Experience:
Three years of responsible experience similar to Administrative Analyst I with the El Dorado Irrigation District.

Education:
Equivalent to a Bachelor’s degree from an accredited college or university in business or public administration, finance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:
Possession of, or ability to obtain, a valid California driver’s license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Director of Human Resources  
Date 1/24/11

Established: 8/18/2009
Revised: 01/14/2011
FLSA: Non-Exempt
Unit: Non-Safety