CITY OF LINCOLN

SENIOR ADMINISTRATIVE ANALYST

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications ***may not include all*** *duties performed by individuals within a classification. In addition, specifications are intended to outline the* ***minimum*** *qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs highly responsible, complex and extremely sensitive and/or confidential administrative and analytical professional and technical assistance to executive management staff; independently develops, implements and administers assigned program responsibilities, including budget preparation and financial management; conducts research, performs grant coordination services; conducts organizational analysis, operational audits, and coordinates activities of assigned department with other departments, divisions, and/or outside agencies; supervises other professional and technical staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Administrative Analyst** is a professional level class in which the incumbent is expected to independently perform the full scope of administrative analysis, research and management of new and current program activities as assigned. This role is considered the lead and/or specialist level within the Administrative Analyst Series. In the lead assignment, incumbents provide supervision and direction to technical and/or professional level staff including delegation, direction, and evaluation of assigned work. In the specialist assignment, incumbents work on specialized projects containing a high number of complex, difficult, and sensitive tasks and assignments. Positions at this level are distinguished from those in the lower classification of Administrative Analyst II by their performance of more difficult and complex work requiring independent judgment and decision-making for more complex departmental issues.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from an executive manager within the department or designee as applicable. May exercise functional and technical supervision of lower level personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

The following duties pertain to specific assignments within a particular area of expertise:

Department Specific Analyst

- Performs professional administrative, analytical and technical duties in providing staff assistance to the executive within the department.

- Coordinates development of department or area budgets, conducts analysis and administration; monitors expenditures.

- Reviews existing and future programs and agreements to ensure efficiency of administration and cost effectiveness. Provides recommendations for improvements.

- Compiles and analyzes information, evaluates options, prepares and presents recommendations for review by management.

- Assists in development and implementation of policies, procedures, goals and objectives.

- Conducts detailed and complex organizational studies pertaining to work flow, time and cost factors, administrative systems, records and filing systems, procedures, staffing levels, and organizational structures to determine potential areas for organizational improvement.

- Oversees a variety of special projects; prepares a wide variety of reports, manuals, procedures and publications; conducts policy and legislative analysis.

- Coordinates assigned work with related activities by other City departments, governmental organizations and public organizations; identifies interdepartmental cooperation opportunities.

- Oversees grant services by providing assistance, as needed, to staff completing grant applications. Works with departments by assisting staff, as needed, in meeting and understanding grant requirements so all aspect of grant compliance are addressed. Maintains continuing and effective rapport with staff in various local, regional, state and federal offices to ensure timely knowledge of grant related information; negotiates resolutions of eligibility and compliance issues.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.

Financial/Budget Support:

- Develops and directs the implementation of goals, objectives, policies and procedures and work standards for the administrative support function of the department.

- Directs departmental operations on fiscal matters, including budget development, monitoring and control, including departmental oversight of financial transactions.

- Oversees and coordinates the development of the department's or multiple departments' operating, capital, and revenue budgets in coordination with other divisions.

- Monitors the budget and takes corrective action at the fund level for multiple enterprise and governmental funds.

- Ensures adherence to codes, applicable laws, regulations and guidelines relating to administrative and financial activities.

- Represents the department in interpreting and explaining financial, administrative and operational plans and documents to city officials, auditors, other agencies and the general public. May train individuals, departments, or groups.

- Coordinates and prepares requests for grant funds and appropriate records and cost reports to various funding agencies.

- Performs analytical work in the development and management of grants and contracts and the management of department level procurement and/or personnel functions, based on established budgets.

- Prepares substantial planning documents such as impact fee studies, long-term operational management plans, and other policy development and implementation studies.

- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

Human Resources Personnel:

- Analyzes requests and assignments related to organizational structure, salary levels, classification, examining procedures, and other human resources functions.

- Analyzes duties and responsibilities in accordance with recognized practices to determine job content for purposes of examination development, position classification, compensation and performance reviews; interviews incumbents and supervisors to determine and/or recommend appropriate testing and allocation of positions.

- Plans and conducts recruitment and selection activities, including analyzing staffing requirements, market trends, and applicant sources; develops and validates examinations; develops advertising campaigns; administers the examination process; evaluates and responds to protests and appeals.

- Compiles and analyzes salary and benefits data and recommends maintenance or revision of the salary structure.

- Develops new or revised classifications based on job studies, including developing class specifications and assigning and appropriate salary range.

- Designs and conducts employee training and orientation programs; develops and uses specialized training aids.

- Compiles, analyzes, maintains and reports information in order to prepare notices of proposed disciplinary actions connected with employee discipline cases.

- Investigates, prepares findings, and makes recommendations regarding complaints of unlawful discrimination or harassment.

- May provide information, conduct research for and participate in labor negotiations.

- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, and squatting in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position may work in all weather conditions including wet, hot and cold. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Administrative Analyst**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of directly related analyst experience, including two years of project management experience, a Bachelor's degree in business, public administration or a related field. A Master's degree in a related field is highly desirable.

License/Certificate:
Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices and methods of administrative and organizational analysis; principles and practices of program and budget development and implementation; grant writing and administration; public administration policies and procedures; principles, structuring and organization of municipal agencies; methods and techniques of supervision, training, evaluation and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practice and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety procedures.

Ability to:

Analyze financial budgetary, administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions and communicate results with management, staff, and/or the public; develop and coordinate work programs and grants; develop and administer a budget; prepare clear and concise administrative documents and reports; research, compile,

analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; implement, explain and apply applicable laws, codes and regulations; train, supervise and motivate assigned staff; read, interpret and record data accurately; perform mathematical calculations quickly and accurately; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; train individuals, departments, or groups in areas pertaining to expertise (i.e. financial, personnel, research) analyze a complex issue, develop and implement an appropriate response; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships.

Skill to:

Operate an office computer and variety of word processing, spreadsheet, presentation, financial and other software applications. Develop, analyze, proofread and maintain Excel spreadsheets.

Salary Range:	Refer to Mid-Management / Confidential Group Salary Schedule
FLSA:	Exempt
Employee Group:	Mid-Management / Confidential Group
Effective:	**July 1, 2017**