



Class Code: 02-2069  
FLSA: Non-Exempt  
EEO: 02  
Bargaining Unit: 02  
Revised: 3/2021

## **ADMINISTRATIVE ANALYST I**

### **DEFINITION**

Under direct supervision, performs a variety of analytical assignments and special administrative responsibilities supporting functions, operations, and services of the Administrative Office and/or an assigned division; may provide professional-level support for other County departments in one or more internal support areas, including budget, procurement, personnel, development of proposal request and contracts; researches and compiles data; analyzes programmatic practices and procedures; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the Administrative Analyst series. Incumbents perform a variety of internal professional-level support functions and technical division/departments-wide duties. Incumbents may specialize in one area or may have a broader responsibility for multiple internal service functions.

Confidential incumbents may have access to information affecting employer-employee relations and are not eligible to participate in a union bargaining unit.

Positions in the Administrative Analyst series are flexibly staffed. Incumbents may advance to the higher classifications after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from assigned supervisory or management staff, depending on areas of work assignments. May serve as a lead to administrative support staff.

### **EXAMPLES OF ESSENTIAL DUTIES**

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Performs a variety of entry professional-level administrative and analytical assignments related to the staffing, budgeting, and implementation of County services and programs.
- Participates in budget development, review, and monitoring for assigned County departments/divisions and programs.
- Reviews proposed state and federal legislation, developing analyses of legislative impacts on County services, functions, and programs.
- Maintains accounting records for multiple County budget units administered by the County Administrative Office.
- Provides support and performs a variety of roles in County marketing, public information

dissemination, economic development efforts, and other special projects, as assigned.

- Compiles material and assists in the preparation of budgets, reports, manuals, publications, and presentations.
- Assists with preparing and implementing long-range plans and goals for the County, including infrastructure improvements.
- Determines analytical techniques and information gathering processes and obtains required information and data for analysis.
- Provides support for other County departments for special projects/assignments, including purchasing and development of proposal requests and bid packages.
- Responds to citizen requests/complaints, referring them to other County management staff, as warranted.
- Represents the Board of Supervisors and County programs and services with staff, the public, community organizations, and other government agencies.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Functions, organization, programs, and services of California local government agencies.
- Research and information gathering techniques.
- Principles, practices, and methods of administrative, budgetary, and organizational analysis.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the assigned area of responsibility.
- Project development, management, and coordination.
- Research and evaluation methods.
- Financial accounting procedures and methods.
- Principles of lead direction, work coordination, and training.
- Principles and techniques for working with groups and fostering effective team interaction.
- Written and oral communications skills.
- Proper English spelling, grammar, and punctuation.
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.

#### **Ability to:**

- Learn the functions, organization, programs, and services of Lake County government.
- Perform a variety of analytical work related to planning, organizing, managing, coordinating, and supervising the functions and services of the County to achieve efficient operations and program goals.

- Learn to provide support for and assist with planning, organizing, and coordinating various administrative functions such as personnel, budget, marketing, redevelopment, and economic development.
- Assist with the preparation and administration of the County budget and overseeing fiscal controls.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Perform administrative work involving the use of independent judgment and personal initiative in assigned area.
- Analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate, formulate, and develop recommendations on improvements to County operations, programs, and services.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Provide advice and consultation to County management on the development of ordinances, regulations, programs, and policies.
- Effectively represent the County's policies, programs, and services with the public, community organizations, County staff, and other government agencies.
- Regularly work well under pressure, meet multiple and sometimes conflicting deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Graduation from a four year college or university with a major in Public Administration, Accounting, Business Administration, Political Science, Communications, Education, English or a closely related field.

Master's in Public Administration preferred.

Education leading to a CPA may be substituted for a Bachelor's degree in Accounting.

Completion of an intern program in local government, OR work experience in city or county government.

Additional directly related education and/or experience may be substituted.

## **WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS**

The County of Lake is an equal opportunity employer and will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Light Work:** Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

A successful candidate will be required to submit to and pass a background check prior to the appointment. Depending upon the position and/or assigned department, the background check may include but is not limited to civil and criminal history check, reference check, Live Scan, and/or credit check (as allowed under state law).

This position may require local and statewide travel, as necessary.

**Disaster Service Workers:** As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.*