



Class Code: 02-2004  
FLSA: Non-Exempt  
EEO: 02  
Bargaining Unit: 02  
Revised: 3/2021

## **ADMINISTRATIVE ANALYST II**

### **DEFINITION**

Under direction, performs a variety of analytical assignments and special administrative responsibilities supports functions, operations, and services of the County 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 journey-level classification in the Administrative Analyst series. Incumbents perform a variety of analytical, fiscal management, and professional-level administrative assignments. Incumbents may specialize in one area or may have a broader responsibility for multiple internal service functions. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative.

### **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 technical and 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 the full range of professional-level administrative, programmatic, and analytical assignments related to the staffing, budgeting, and implementation of County services and programs.
- Performs budget development, contract administration, review, and monitoring for assigned County departments/divisions and programs.
- Assists in developing goals, objectives, policies, procedures, and work standards for assigned department or division.
- Analyzes proposed state and federal legislation, developing analyses of legislative impacts on County services, functions, and programs.
- Provides support and performs a variety of roles in County marketing, public information dissemination, economic development efforts, and other special projects, as assigned.
- Provides support for other County departments for special projects/assignments.
- Determines analytical techniques and information gathering processes and obtains required

information and data for analysis.

- Develops a variety of proposal requests, bid packages, contracts, reports, presentations, and special assignments.
- Makes presentations, as directed, to a variety of groups, including the Board of Supervisors.
- Serves as a liaison with County departments, citizens groups, and community organizations.
- Participates in the production of financial reports and budgets for Countywide and department use.
- Represents the Board of Supervisors and County programs and services with staff, the public, community organizations, and other government agencies.
- Provides training and technical support to assigned departments regarding operational policies and procedures.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Functions, organization, programs, and services of Lake County government.
- Principles, practices, and methods of administrative, budgetary, and organizational analysis.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contract administration and evaluation.
- Principles and practices of public agency budget development and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to the area of assignment.
- Research, evaluation, and information gathering techniques and methods.
- Project development, management, and coordination.
- 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.
- Customer service principles and techniques.

#### **Ability to:**

- 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.

- Assist with the preparation and administration of the County budget and overseeing fiscal controls.
- Plan and conduct effective management, administrative, and operational studies.
- Provide support for and assist with planning, organizing, and coordinating various administrative functions such as personnel, budget, marketing, redevelopment, and economic development.
- 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.

**Education and Experience:**

Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in business administration, human resources management, accounting, public administration, or a closely related field.

AND

Two (2) years of full-time professional-level experience in administrative operations, budgetary, or similar analysis at a level equivalent to the County's class of Administrative Analyst I.

Additional directly related experience and/or education 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.

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

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.*