

**ADMINISTRATIVE ANALYST I/II**  
**ADMINISTRATIVE ANALYST TRAINEE**

**DEFINITION**

Under general supervision for an Analyst II or more immediate supervision for a Trainee or an Analyst I, to perform administrative analysis in such areas as budget, fiscal services, student test data, organizational studies, facilities and demographics, etc; to perform delegated administrative duties; to prepare complex narrative and statistical reports; and to perform other duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

**TYPICAL DUTIES**

Collects, validates, and analyzes data using and/or establishing automated systems in any or all of the following areas: Collects and analyzes fiscal data by project, program or other category for fiscal or budgetary implications assists higher level staff in budget preparation; collects, analyzes, and verifies student attendance and demographic data through interviews, site visits, and correspondence; surveys and verifies student housing throughout the District by type, quantity, and quality, analyzes document flow, such as for purchasing; encumbering payment process; collects, analyzes and develops reporting systems for student test data categorical programs, grant applications, etc.; analyzes legislation or organizational problems as assigned performs systems analysis.

Prepares a wide variety of narrative and statistical reports, manuals, procedures, etc., makes recommendations to administrators on a wide variety of organizational problems or situations based on program technical, financial, or specialized information researched; enters data and develops automated reports for a wide variety of analysis functions; maintains automated and manual departmental records, files, and budget in areas of assignment.

Interprets policies and procedures to staff and the public; contacts staff of other agencies to obtain comparative data; makes presentations or conducts training sessions for small groups. Performs delegated administrative detail functions including, but not limited to, assistance in supervision of employees, representing the department, head in meetings, etc.

**DISTINGUISHING CHARACTERISTICS**

An Administrative Analyst is a professional-level staff assistant gathering, evaluating, synthesizing, and reporting on organizational information in a wide variety of business-related assignments. An **Administrative Analyst Trainee** is the entry level, with positions characterized by beginning assignments and/or very close supervision. An **Administrative Analyst I** is the next professional level, characterized by closer supervision or assignments which are more limited in scope or complexity than those handled by the Analyst II. An **Administrative Analyst II** is a journey-level position characterized by difficult and complex assignments requiring independent analysis and, often, knowledge of the subject area; an Analyst II frequently is delegated responsible administrative tasks on an ongoing basis. A position may be filled at any of these levels through the PAR (Prebudgeted Automatic Reclassification) procedure.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Knowledge of statistical methods and data gathering and analysis techniques; of English, spelling, and grammar for report writing; of standard organizational patterns and procedures; of computerized systems and software for data collection and analysis; and of budget and accounting methods, practices, and procedures. (Analysts hired for a specific functional area may be required to have specialized knowledge and abilities in addition to the general employment standards listed here.)

**Ability to:** Ability to work independently on assigned projects; to collect, validate, and analyze data; to develop recommendations for solutions to organizational problems of limited scope, to perform systems analysis in functional areas; to prepare statistical reports and other numerical data; ability to utilize word processing, spreadsheet, and data base software for data collection and analysis and reporting, to communicate clearly, orally, and in writing, complex information; to establish and maintain cooperative working relationships; to elicit information from others; to read and comprehend regulations and laws pertaining to areas under study; and to spot discrepancies and follow through with completed staff work.

**Essential Physical and Work Environment:** Work is performed in an office setting, although there may be travel to sites. Some positions may require the ability to examine school facilities for student housing purposes. With or without reasonable accommodation, needs sufficient visual acuity to read regulations, written financial records, statistical data and reports, and computer screens all day, sufficient hearing to comprehend ordinary conversation; sufficient clarity of speech to explain concepts and regulations in ordinary conversation and for presentations; physical ability to operate a computer.

**Mental Functions:** Sufficient ability to interpret complex governmental regulations; to analyze and synthesize massive amounts of data, to develop and utilize data collection systems, and to identify problems and alternative solutions.

**Typical Background:** A Trainee would have a four-year college degree program preferably including courses in public or business administration. An Administrative Analyst I would typically have that and at least one year of professional-level Analyst experience or several years of related experience. An Analyst II would typically have a degree plus at least two years of progressively responsible professional-level experience collecting, analyzing, synthesizing, and reporting on complex organizational, statistical, or fiscal data in a business or other public sector work setting.

An alternate career pathway for promotional candidates may include four years of senior level clerical experience for the Trainee level, one year of approved college courses and one year at the Trainee level for Administrative Analyst I, and two years of approved college courses and one year at the Administrative Analyst I level for the Administrative Analyst II.

**Licenses:** A valid California drivers license and use of an automobile may be required for some positions in this class.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.