

ADMINISTRATIVE MANAGEMENT ANALYST

DEFINITION

Under direction, to perform a variety of complex, highly responsible and confidential administrative & technical duties in support of the City Administration or the Department of Administrative Services, including research studies and surveys, preparing reports, informational bulletins, analyzing data, recruitment, selection, compensation & classification processes, finance or budget-related processes, organizing and facilitating assigned projects and performing related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class may be assigned to work in Administration or the Administrative Services Department and may be required to rotate between departments or divisions, as needed for organizational or cross-training purposes.

EXAMPLES OF DUTIES

Performs a variety of administrative and technical work assignments in support of the City's administrative functions; provides technical assistance on a variety of administrative, personnel or finance-related projects; compiles statistics, conducts or responds to surveys and studies; may participate in all phases of recruitment, selection, classification & compensation processes, including employee orientations, exit interviews and employee benefit administration; prepares City Council agendas and reports; prepares memos, reports, newsletters, articles, press releases, charts and correspondence; may make presentations; provides assistance to the public & the City's managerial staff & makes recommendations for problem resolution; participates in the coordination of employee events; provides back-up and relief phone and counter services; operates a variety of office equipment; attends Meet & Confer negotiation sessions & assists in the preparation of Memorandums of Understandings and Requests for Proposals; assists in the development of City policies & administrative procedures; assists in the coordination of employee recognition programs; participates in budget preparation & the maintenance of

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EXAMPLE OF DUTIES (cont.)

the City's Table of Organization charts; represents assigned department at meetings and attends workshops, seminars and conferences; may be required to attend City Council & Civil Service Commission meetings; may perform supervisory duties, as assigned.

Employment Standards

Knowledge of:

- Modern principles, practices, and techniques of public administration in municipal government or personnel administration.
- Applicable City, State, and Federal laws, rules, and regulations affecting public agency personnel and labor relations procedures.
- Computer applications related to administrative, financial or personnel use.
- Research methods and procedures.
- Principles and practices of effective public relations and customer service skills.
- Mathematical operations including basic statistics.
- Principles and procedures of record keeping.

And

Ability to:

- Perform a variety of administrative, personnel or finance-related technical work and assignments.
- Respond to requests and inquiries for information regarding policies and procedures.
- Work with a variety of computer programs, skillfully using computer and software applications and other standard office equipment.
- Maintain confidentiality and employee privacy in personnel matters.
- Prepare a variety of reports and presentations.
- Interpret, explain, apply and enforce a variety of laws, rules, regulations, policies, practices, benefits and memoranda of understanding to City staff and the public.

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EMPLOYMENT STANDARDS (cont.)

- Effectively represent the Administration, including the administrative, personnel, employee relations & finance-related functions of the City with concerned individuals, organizations and other government agencies.
- Analyze administrative problems, evaluate alternatives and make sound recommendations.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

And

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four year" college or university with major course work in public administration, personnel or human resources management, business administration, industrial relations or a closely related field.

Work Background: Three years of progressively responsible and varied professional work experience with a public agency.

September 2005 (Res. #05-94)