

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

01-24-08**SENIOR ADMINISTRATIVE ANALYST, 1541**

Summary of Duties: A Senior Administrative Analyst performs responsible professional work involving analyses and recommendations in the fields of budget planning and monitoring, budget investigation and preparation, capital improvement programming, contracts, personnel utilization and control, grants, economic development projects, systems and technology projects, proprietary department programs and special studies; and represents the City Administrative Officer before the Mayor, the City Council and its committees, department heads, citizens, employees, and labor representatives.

Distinguishing Features: A Senior Administrative Analyst personally performs the most difficult and complex staff assignments appropriate to the Office of the City Administrative Officer. Incumbents receive minimal supervision and are responsible for applying established principles and procedures to meet the objectives of the Mayor, Council, and CAO. The work of a Senior Administrative Analyst is assigned in terms of broad objectives and is reviewed in terms of adherence to policies, soundness of conclusions, and the results obtained.

A Senior Administrative Analyst is expected to handle multiple high-level complex assignments simultaneously under short deadlines. Incumbents are expected to work independently, be a self-starter, write comprehensive, analytical reports and make effective verbal presentations before the City Council and Council Committees.

Some Senior Administrative Analysts may independently perform ongoing assignments of a difficult, responsible, and moderately complex nature, or may be assigned with a higher-level Senior Administrative Analyst for complex, large-scale projects and assignments.

Other Senior Administrative Analysts may act as project leaders over professional staff members, providing guidance and direction in the completion of highly complex or burdensome assignments. Such Analysts are fully responsible for the completion of the assignment in question. Other Analysts at this level may be responsible for independently performing the most difficult or responsible individual assignments within the Office. A Senior Administrative Analyst at this level is distinguished from an employee in the class of Chief Administrative Analyst by the fact that the latter is responsible for supervising and coordinating the activities of a major unit within the City Administrative Office.

Examples of Duties: A Senior Administrative Analyst:

- Maintains a budget liaison for departments with budgets which are traditionally perceived as difficult and complex;
- Investigates, analyzes, and formulates recommendations on proposed budget items on a line-by-line basis;

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- Researches the functions, activities, personnel requirements, and anticipated workloads involved in new department programs; recommends the approval, denial or modification of budget requests based upon an analysis of the requests and overall fiscal management policies;
- Prepares final budget documents including exhibits and summaries; makes recommendations both orally and in writing to department management, Mayor, City Council and Council Committees regarding items such as budget expenditures, grant applications, and capital improvement projects;
- Monitors departmental operations to ensure compliance with established budget procedures and policies;
- Investigates and prepares recommendations for ongoing budget administration matters such as inter-account transfers of funds, authorization of substitute and in-lieu authorities, and new or revised equipment purchase requests;
- Reviews and reports on proposed legislation; develops and analyzes revenue projections and trends;
- Reviews revenue requirements, necessity for rate increases, and borrowing and investment needs;
- Analyzes, prepares reports, and makes recommendations involving the sale, purchase, construction, lease, alteration, and allocation of space of municipal facilities;
- Analyzes proposals for funding of capital projects and prepares long-term capital improvement and expenditure programs;
- Conducts management and operational audits of organizations, programs, functions, and systems to determine their efficiency, economy and effectiveness;
- Analyzes and prepares proposals to improve efficiency and works with department representatives to implement activities and programs to ensure effectiveness;
- Analyzes existing policies and procedures within a department, the department's compliance with applicable Charter and Administrative Code provisions, the efficiency with which department goals are achieved and problem areas specific to the department;
- Conducts comparative analyses with other City departments, public agencies, or private industry;
- Prepares reports with recommendations designed to effect improvements of departmental operations and alternative solutions to identified problems;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledge and abilities:

Knowledge of:

- The major principles, practices, methods, and techniques of public administration, with special reference to governmental budgeting, personnel administration and management, and financial administration;
- The City Charter and Administrative Code, and other applicable City practices and procedures such as those detailed in the departmental budget manual and CAO Rules;

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- The City's basic administrative ordinances and department functions and inter-relationships; and
- State, County, and City inter-relationships.

The ability to:

- Analyze and evaluate tangible and intangible data soundly and impersonally;
- Conduct independent, original research based on sound analysis and leading to appropriate recommendations to resolve specific problems;
- Prepare and interpret statistical computations, charts, graphs, diagrams, spreadsheets, cost projections, and budget calculations;
- Prepare and present oral and written reports in a clear, concise, logical and convincing manner; and
- Deal tactfully and effectively with elected officials, department management representatives, supervisors and peers as well as with a variety of individuals from outside City service such as consultants working with the City on a specific project, and County, State, and Federal agencies.

Requirements:

1. Two years of full-time paid professional experience as an Administrative Analyst for the City of Los Angeles; **OR**
2. Two years of full-time paid professional experience in budgetary analysis and control, administrative and legislative analysis and research, departmental administration, or personnel administration in a class at the level of Management Analyst.

License: A valid California driver's license may be required for some positions.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties, and responsibilities, and the required qualifications of any position shall be.