

Summary of Duties : Directs and coordinates the work of a group of analysts engaged in administrative management and budgetary administration, labor relations administration including negotiations and salary/benefits analysis, capital programming and management auditing; represents the City Administrative Officer on municipal committees and before governmental officials, citizens' groups and others for the purpose of solving difficult administrative or legislative problems; and does related work.

Distinguishing Features : A Chief Administrative Analyst is responsible for managing professional employees involved in making analyses and conducting studies to solve difficult administrative or legislative problems with City-wide impact. An employee of this class makes significant independent technical and administrative decisions which include approving of budgetary administration actions and establishing parameters for labor negotiations within the established policy and guidelines of the Mayor, City Council and City Administrative Officer. A Chief Administrative Analyst receives assignments in terms of broad objectives and work performed is reviewed in terms of results obtained and objectives accomplished.

Examples of Duties : Plans, directs, coordinates and reviews the work of a group of professional employees engaged in administrative and budgetary analysis; directs the preparation, review and analysis of portions of the annual City budget; directs preparation of capital improvement programs; directs studies of costs, controls and utilization of property and equipment; supervises the review of existing and proposed legislation ordinances and Charter provisions; supervises the periodic reviews of departmental expenditures; reviews and approves requests for budget changes and adjustments; supervises the preparation of information for the Mayor and City Council including various charts, schedules, tables, statements and graphs; maintains liaison, through subordinate analysts, with departments regarding fiscal and administrative policies and procedures;

Directs professional employees engaged in employee relations negotiations and salary and benefit analyses; supervises and participates in the preparation of negotiating parameters and management bargaining strategy for the approval of the Mayor, City Council and City Administrative Officer; maintains, through subordinate analysts, liaison with the Personnel Department regarding position classification and organizational studies; maintains liaison with departments and employee organizations to ensure uniform administration of the City's memoranda of understanding; represents City management before the Employee Relations Board and other labor relations organizations;

Directs organizational, functional and procedural surveys and management audits of various City departments and units; reviews and

participates in the preparation of reports and recommendations concerning the efficiency and effectiveness of City government and reducing the costs of operations;

Represents the City Administrative Officer before the Mayor, the City Council or City Council committees to present reports and recommendations on fiscal, administrative, capital programming, labor relations, or management audits; applies a variety of techniques to fully utilize the skills and potential of subordinate employees; maximizes productivity through effective communication with, and motivation of subordinate employees; fulfills management responsibility as set forth in the City's Affirmative Action Program; may also represent the City and/or the City Administrative Officer with Community groups and professional or research organizations with state wide interests; and occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles, practices, methods and techniques of public administration, with special reference to governmental budgeting, reporting, organization, financial administration, administrative analysis and capital programming; a good knowledge of the City Charter, basic administrative ordinances, departmental functions and interrelationships and City practices and procedures in budgeting, financial administration and capital programming; a good knowledge of the laws and practices governing the City's Employee Relations Program; a good knowledge of the dynamics of collective bargaining including contract administration and grievance arbitration; a good knowledge of wage and benefit analysis; a good knowledge of State, County and City interrelationships; a good knowledge of the major principles, practices, methods and techniques of supervision including the laws and regulations relating to equal employment opportunity and affirmative action; a good knowledge of safety principles and practices; a working knowledge of the relationship between the City and organizations representing City employees; a general knowledge of City personnel rules and policies; the ability to develop and carry out a balanced and integrated and effective program of administrative research and analysis including liaison activities; the ability to plan, layout, coordinate and direct a group of employees; the ability to develop subordinates through training and performance feedback and to motivate subordinates to maximize productivity; the ability to deal tactfully and effectively with public officials, employees, employee organizations and the public; and the ability to prepare and present oral and written reports and recommendations concisely, logically and convincingly.

Two years of full-time experience as a Senior Administrative Analyst or in a class which is at least at that level which provides experience in budgetary analysis and control or administrative analysis and research is required for Chief Administrative Analyst.

Appointments to positions in this class are subject to a one year

probationary period as provided by Section 109 of the Los Angeles City Charter.

License : A valid California driver's license and a good driving record may be required for some positions.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

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 all of the duties and responsibilities of any position shall be.