

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

**01-24-08****ADMINISTRATIVE ANALYST, 1590**

**Summary of Duties:** Performs professional work in the Office of the City Administrative Officer, including conducting research, analysis, and administrative activities in the areas of finance, budget, facilities and quarters, capital projects, and procedure analyses of City activities and services; and does related work.

**Distinguishing Features:** An Administrative Analyst is assigned to a group of analysts who, working collaboratively or independently, produces studies and recommends solutions to general administrative or management problems. The work consists primarily of observing, compiling, analyzing, and reporting information on matters relative to organizational structures, management, finance, public facilities development and assignment, and capital program development and administration. An Administrative Analyst must exercise independent judgment in handling details and specific assignments, regardless of whether well-defined standards or guidelines have been established. An Administrative Analyst's work product is reviewed by multiple levels of supervisors and managers, ultimately for presentation to and consideration by the City Administrative Officer. An Administrative Analyst may make presentations before City Council and Council committees, as needed. The complexity of work assignments may vary according to the level of proficiency that an Administrative Analyst demonstrates in the conduct of his/her work.

**Examples of Duties:**

- Reviews and analyzes original departmental budget requests and makes recommendations to departments on ways to improve or enhance requests;
- Investigates and analyzes data, and prepares reports and recommendations on budget estimates and requests for additional personnel, appropriations, and other fiscal matters, capital projects, facilities and quarters, and recommends appropriate changes and adjustments;
- Gathers data and assists in the preparation of statements, charts and schedules for inclusion in the Mayor's proposed annual budget and for regular reports to the Mayor and City Council;
- Analyzes work assignments and programs, expenditures, and indicators of workload to measure programmatic effectiveness and efficiency;
- Maintains account information and financial statistics and data for budget preparation and administrative purposes;
- Prepares or supervises the preparation of statistical charts and tabulations;
- Attends and participates in regular and ad hoc budget hearings, including those related to the annual budget process;
- Investigates and makes recommendations for transfers of funds and interim appropriations;

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- Prepares revenue and expenditure statements;
- Studies and makes recommendations on work methods and organizational structures;
- Compiles and analyzes data on wage and cost trends;
- Prepares work flowcharts to assist with organization and workflow analyses;
- Analyzes priorities set by departments and funding sources of capital projects;
- Assists in compiling, writing, and editing annual and periodic reports; and
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledge and abilities:

#### **Knowledge of:**

- Major principles, practices, methods, and techniques of governmental budgeting, reporting, organization, administration and management, and personnel administration;
- The City Charter, the Administrative and Municipal codes, and City practices and procedures relative to organization, personnel management, budgeting, purchasing, and financial administration;
- Departmental functions and interrelationships.

#### **The ability to:**

- Analyze and evaluate tangible and intangible data soundly and impersonally;
- Make and interpret statistical computations, charts, and diagrams;
- Prepare and present oral and written reports and recommendations clearly, concisely, logically, and convincingly;
- Deal tactfully and effectively with a wide variety of people, including elected officials and their staff, department heads, supervisors, colleagues, staff in departments citywide, residents, and consultants employed by the City; and
- Effectively investigate and analyze complex problems in budget investigation and preparation, personnel matters, performance reporting, organizational and fiscal studies, and capital projects and facilities studies.

#### **Requirements:**

1. One year of full-time paid professional experience as a Management Assistant for the City of Los Angeles with experience in budgetary analysis and control, administrative analysis and research, systems and procedures analysis, or personnel administration; or
2. Two years of full-time paid experience as a Management Aide for the City of Los Angeles with experience in budgetary analysis and control, administrative analysis and research, systems and procedures analysis, or personnel administration. A bachelor's degree from a recognized four-year college or university may substitute for one year of full-time paid experience as a Management Aide, or
3. One year of full-time paid experience with the City of Los Angeles as a Chief Clerk or in a clerical class at least at that level.

**License:** A valid California driver's license is required.

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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.**