

ADMINISTRATIVE ANALYST I

DEFINITION

Under direction, to learn and perform a variety of administrative coordination and oversight work for a major area of Court operations; to perform basic analytical assignments and special studies related to operations, functions and services of an assigned division or unit of Court operations; to prepare reports and presentations on a variety of issues; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Administrative Analyst class series. Positions are normally found in a large division or the central administrative unit of the Superior Court of California, County of San Francisco. Responsibilities include learning and performing a variety of basic analytical work in areas such as budget development, analysis, and control; facilities and space planning; purchasing, ordering, and procurement; human resources program analyses; and contract development and administration. This class is distinguished from Administrative Analyst II by the fact that incumbents perform a lesser scope of analytical and administrative assignments, performing more basic assignments, many of which are performed in a training and learning capacity. When an incumbent has become familiar with their job assignments and demonstrate appropriate skills, the positions may be upgraded to the Administrative Analyst II level and the incumbents promoted through a normal competitive selections and appointment process to that level. This normally takes place after two years of experience.

REPORTS TO

Court Manager; Director, Information Technology Group; Director, Fiscal Services; Director, Human Resources; or other appropriate management staff.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Many of the following assignments are performed in a training, learning, and basic work capacity: An incumbent performs a variety of administrative and analytical assignments in budget development and control, purchasing, facilities planning, contract administration, and special projects; plans, updates, and oversees general operations; tracks expenditures associated with a

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unit's or division's functions and operations; audits vendors' payment requests and ensures proper and timely payments; performs cost analyses to plan for future expenditures; requests fund transfers from the Fiscal Division; oversees equipment purchases and maintenance; plans office lay-outs and space utilization; may assist with planning for the layout and networking of computers and associated equipment; may be assigned responsibility for a division's or unit's purchasing activities; conducts jobs audits and reviews position classification requests; provides analytical staff work, as assigned, in connection with employee selection processes; provides analytical research and staff work in developing management response to employee grievances or in preparation for collective bargaining; does general analytical research and staff work on other human resources assignments; provides training for division or unit staff and assists with resolution of work problems; serves as a liaison between the assigned work area and other Court divisions and government agencies; maintains a current inventory of unit or division equipment; develops and administers contracts related to division or unit functions and operations; collects information on special issues, preparing analysis of data and developing reports as assigned; organizes information for formal presentations and makes presentations as directed; assists with a variety of special projects as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Research and information gathering techniques.
- Project management and coordination.
- Statistical methods and analysis.
- Budget development and control.
- Purchasing and procurement methods, including inventory control.
- Rules, requirements and research resources relating to human resource programs.
- Facility and space planning.
- Contract development and administration.

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Ability to:

- Plan, organize, and coordinate various administrative functions of an assigned area of Superior Court of California, County of San Francisco operations, such as budget, purchasing, facility planning, human resources, and contract administration.
- Perform a variety of analytical work and administrative assignments.
- Organize and present ideas and recommendations both orally and in writing.
- Develop and monitor budgets.
- Organize statistical and narrative information in a clear, concise manner.
- Interpret State, Federal, and local laws, codes, and regulations regarding the area of assignment.
- Gather, maintain, and analyze a variety of information regarding division or unit operations and functions.
- Prepare comprehensive, clear reports.
- Operate a computer and use appropriate software in the performance of administrative and analytical work.
- Effectively represent the Superior Court of California, County of San Francisco and an assigned unit with the public, other Court staff, and other government agencies.
- Establish and maintain cooperative working relationships.

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 required knowledge and abilities would be:

Previous work experience and/or educational training which has developed the capacity to perform a variety of administrative analysis and coordination work related to budgets, purchasing, facility planning, human resources programs, and contract administration for the Superior Court of California, County of San Francisco.

Completion of Bachelor of Arts Degree course work from an accredited college or university in business administration, public administration, or a closely related field is desirable.

Special Requirements:

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at-will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.