

## **ADMINISTRATIVE ANALYST III**

### **DEFINITION**

Under direction, to perform a variety of administrative coordination and oversight work for a major area of Court operations or in an administrative area; to perform complex detailed research and analytical assignments and special studies related to operations, functions and services of Court operations; to prepare comprehensive and, if needed, compelling reports and presentations on a variety of issues; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the experienced and journey level in the Administrative Analyst class series. Positions are normally found in a large division or the central administrative unit of the Superior Court. This class is distinguished from the lower level Administrative Analyst classes by the fact that incumbents perform a wider scope of analytical and administrative assignments, requiring knowledge of Court and division policies, functions, and operations. Incumbents in this classification are expected to be able to perform independently. Positions may be permanently allocated to this level and temporarily downgraded for recruitment and training purposes.

### **REPORTS TO**

Director, Fiscal Services; or other appropriate management staff.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory classification, although some responsibilities for providing direction, coordination, or training for other staff may be exercised, depending on the unit of assignment.

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

Performs complex administrative and analytical assignments including strategic planning, budget development, program and performance analyses, purchasing, ordering and procurement, facilities and space planning, contract administration, and special projects; collects information on special issues, preparing analysis of data and developing reports as assigned; organizes information for formal presentations and makes presentations as directed; tracks expenditures associated with a 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 be assigned responsibility for a division's or unit's

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purchasing activities; maintains a current inventory of unit or division equipment; develops and administers contracts related to division or unit functions and operations; 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 judicial officers, executive management staff, other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Functions, organizations, programs, and policies of the Superior Court and an assigned unit or division.
- Research and information gathering techniques.
- Project management and coordination.
- Strategic planning methods and processes.
- Statistical methods and analysis.
- Budget development and control.
- Purchasing and procurement methods, including inventory control.
- Facility and space planning.
- Contract development and administration.

#### **Ability to:**

- Plan, organize, and coordinate various administrative functions of an assigned area of Superior Court operations, such as budget, purchasing, facility planning, and contract administration.
- Perform a wide variety of analytical work and administrative assignments.
- Organize and present ideas and recommendations both orally and in writing.
- Develop and monitor budgets.
- Oversee, coordinate, and execute project to their conclusion.
- Organize statistical and narrative information in a clear, concise manner.
- Interpret State, Federal, and local laws, codes, and regulations regarding the area of assignment.

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- 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 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:

Three years of progressively responsible professional analytical work experience, preferably in a governmental setting, performing work duties related to budget preparation, strategic planning, fiscal operations, purchasing, facilities management or other analytical work comparable to that of a Administrative Analyst with the San Francisco Superior Court.

**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.*