

SENIOR ADMINISTRATIVE ANALYST

DEFINITION

Conducts studies in a variety of areas, such as operating procedures, legislation, communications, support services, systems design and analysis, financial management, facilities and equipment evaluation and utilization, experimental programs, and resource allocation; and prepares and presents recommendations.

TYPICAL DUTIES

- Conducts extensive studies in the following areas: organization, staffing, communications, work distribution and work flow, program evaluation, systems and procedures, surveys, and general administrative matters.
- Administers and implements or provides advice regarding the business, administrative, financial, budgetary, or management aspects of District programs.
- Evaluates alternative administrative systems required to conduct District programs and supply support services.
- Provides information to District personnel, community groups, educational agencies, and the public concerning general District policies and procedures and specific policies and procedures applicable to programs within the analyst's organization.
- Composes, edits, coordinates, and directs the preparation and publishing of reports, bulletins, reference lists, correspondence, research documents, and procedures; or reviews reports prepared by others prior to forwarding to the administration.
- Reviews details of an organization's procedures to recommend improvements and to assure compliance with federal, State, and Board of Education regulations and requirements.
- Investigates and recommends ways to disseminate research findings to users within the District.
- Schedules and plans the sequence for development of research programs and organizational goals and objectives, including criteria for evaluating organizational performance.
- Consults with data processing personnel to define information systems requirements or problems and coordinates the installation and utilization of data processing equipment.
- Designs necessary forms and prepares purchase specifications for procurement of new forms, materials, and equipment.
- Prepares an analysis of cost proposals, budgets, and other facets of financial management.
- May represent the District in negotiations with federal and State agencies, universities, financial institutions, and others concerning financial and budgetary matters and the administrative guidelines applicable to special projects.
- May analyze and make recommendations in regard to existing legislation and draft proposed legislation.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Administrative Analyst serves as a staff assistant to a high-level administrator by independently conducting studies and making recommendations regarding work methods, organization, management planning, systems analysis, and procedures and policy development.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

An Administrative Analyst performs a variety of journey-level duties that are oriented primarily toward the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency.

SUPERVISION

General supervision is received from an administrator. Supervision may be exercised over lower-level staff analysts and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of business and public administration, particularly as related to organization and management, planning, research and budget
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies
- Research techniques, including business statistical analyses and graphic presentation
- Data processing systems as they relate to administrative analysis and developing management systems
- Principles of work simplification and forms design
- Knowledge of modern office methods and procedures

Ability to:

- Plan, conduct, and evaluate studies of complex administrative and financial systems
- Conduct investigations and analyze systems, methods, and procedures
- Prepare clear and concise reports that incorporate statistical methods data
- Analyze and interpret rules, regulations, and policies
- Work effectively with District personnel, representatives of other organizations, and the public
- Supervise effectively
- Analyze and review organization plans, legislation, and other items
- Make oral presentations
- Ability to use computers with Microsoft operating systems and word processing, data base, and spreadsheet software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, including completion of at least 12 semester units or equivalent in organization and management, computer science, accounting, finance, economics, statistics, research techniques, business, personnel, communication, and/or public administration.

LAUSD experience beyond the minimum required in an administrative staff or professional position with responsibility for project management; or conducting studies, writing reports, or preparing recommendations related to the analysis of systems and procedures, organization and management, work flow distribution, work simplification, and improvement in efficiency may be substituted for the required college education on a year-for-year basis.

Experience:

Four years of experience in an administrative staff or professional-level position with responsibility for such activities as administrative analysis, data systems analysis, financial analysis, and report writing.

A master's degree may be substituted for up to one year of the required experience.

Special:

Some positions may require the use of an automobile and a valid California Driver License.

SPECIAL NOTE

1. Some positions in this class have been designated as "confidential", exempt from bargaining units.
2. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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