

## ADMINISTRATIVE ANALYST

### DEFINITION

Collects, analyzes, and compiles data and makes reports related to organizational structure, work simplification and distribution, methods and procedures, system design and analysis, and physical layout.

### TYPICAL DUTIES

- Conducts studies and writes reports related to policies, procedures, organizational structure, cost effectiveness, communications, work methods, and needed support services.
- Conducts work distribution, workload, work simplification, and office layout studies, and prepares organization and work-flow charts.
- Prepares or assists in compiling and writing a variety of reports in statistical, graphic, or narrative form.
- Designs or formats and implements new forms, bulletins, and manuals.
- Investigates and makes recommendations in connection with divisional and interdivisional operations and administrative problems, and assists operating officials in the application of approved recommendations.
- May assist in the evaluation of proposed legislation or in implementation of approved legislation.
- May survey private firms and public organizations to learn methods and procedures for problem solving for possible application to District operations.
- May conduct studies and prepare reports on budget analysis, financial management, and proposal preparation, data base management, spread sheet analysis, and word processing applications.
- May construct, update, and maintain department website pages and forms using common software.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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, procedures, and policy development.

An Assistant Administrative Analyst assists in conducting research, surveys, and studies of work flow and simplification, methods and procedures, and staff organization.

### SUPERVISION

General supervision is received from a supervisory or administrative employee. Work direction may be exercised over clerical employees, Assistant Administrative Analysts, or employees in lower-level analytical positions, as assigned.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of work simplification, office layout, forms design, and records management
- Administrative and budget analysis techniques
- Principles and practices of business and public administration
- Statistical analyses and various methods of presentation
- Data processing systems as related to administrative analysis
- Knowledge of modern office methods and procedures

### Ability to:

- Devise methods and procedures for obtaining a variety of data
- Exercise initiative and ingenuity in obtaining facts
- Analyze data and draw logical conclusions
- Ability to investigate and analyze complex administrative and budgetary problems
- Interpret, summarize, and recognize the implications of complex documents
- Plan and organize work to meet deadlines
- Prepare clear, concise reports and correspondence
- Work effectively with District personnel, representatives of other organizations, and the public
- Use spoken and written English effectively in contacts with individuals and groups
- 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.

Experience in a administrative staff or professional-level LAUSD 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 education on a year-for-year basis.

### Experience:

Two years of experience in an administrative staff or professional-level position involving the review, analysis, and preparation of recommendations related to work systems, methods, and procedures; organization and staffing; communications and records controls; personnel administration; financial administration; or other administrative matters.

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

### Special:

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

## SPECIAL NOTES

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.

Revised  
11-14-12  
RGK