

ASSISTANT ADMINISTRATIVE ANALYST

DEFINITION

Assists in conducting research, surveys, and studies on such subjects as labor, space, material and equipment utilization, time and motion, methods and procedures, staff organization, and demography, and may assist in preparing project budgets and proposals and maintaining related records and controls.

TYPICAL DUTIES

Develops methods and sources for obtaining, compiling, and analyzing data.

Prepares written reports and makes oral presentations.

Confers with District personnel and representatives of other governmental agencies in regard to projects, surveys, studies, and related problems.

Summarizes reports, articles, and other pertinent materials and analyzes their relationship to assigned projects or studies.

May assist in budget preparation and control by compiling and analyzing information and reviewing related regulations and transactions for control and record purposes.

May investigate, report on, and arrange for demonstrations of new equipment and processes.

May investigate requests and make recommendations concerning telephone services; moving of lights, equipment, or partitions; and other changes in office arrangements and services.

May construct, update, and maintain, department website pages and forms using common software.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

An Administrative Staff Aide is a trainee-level professional class that can be used to gain entry into several professional specialties. An Aide receives on the job training and assists higher level staff members by performing assigned technical duties. This class is intended to provide orientation for promotion into several professional fields such as personnel administration and administrative analysis.

SUPERVISION

General supervision is received from a supervisory or administrative employee. Work direction may be exercised over clerical personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Research methods and techniques, including planning studies and surveys, determining variables, and developing sources of data
Statistical methods and procedures, including collecting and tabulating data, simple correlation methods, and sampling techniques
Basic record keeping methods
Knowledge of modern office methods and procedures

Ability to:

Devise methods and procedures for obtaining a variety of data
Analyze data and draw logical conclusions
Ability to investigate and analyze basic 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
Operate an office computer

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 that involved project management; obtaining, compiling, and analyzing data for the preparation of recommendations related to work systems, methods, and procedures; organization and staffing; communications and record controls; personnel administration; financial administration; or other administrative matters may be substituted for the required college education on a year-for-year basis.

Experience:

Six months of experience as an Administrative Staff Aide, or one year 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 NOTE

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

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
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