



## CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

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**TITLE: ADMINISTRATIVE ANALYST I - IV**

**DEFINITION:** Under direction, assists departmental management with a wide variety of administrative responsibilities and performs increasingly complex and responsible duties of the class.

### **DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Journey level; performs the duties of the classification

Grade Level II – Performs the complex duties of the classification

Grade Level III – Performs the most complex duties of the classification; responsible for one or more major programs or activities

Grade Level IV - Within the Budget Management Bureau of the Department of Financial Management or the Department of Human Resources, performs the most complex and highly specialized duties of the classification that require contributing significantly to the development of management strategies on labor relations and/or collective bargaining including the collection and analysis of budget and revenue forecasting data necessary for labor negotiations.

### **EXAMPLES OF DUTIES:**

- Independently develops and implements analytical studies and develops, compiles, and interprets statistical data;
- Develops conclusions and makes recommendations;
- Interprets complex written information;
- Prepares detailed and comprehensive written reports;
- Assists departmental management in the preparation and control of the annual budget, and the selection, training, and evaluation of employees;
- Develops and implements procedures for improving organizational effectiveness;
- Develops measures for evaluating departmental accomplishments;
- Develops proposals and forecasts;
- Makes oral presentations;
- Develops basic computer reporting systems unrelated to centralized computer operations;
- May assist in the marketing of services;

ADMINISTRATIVE ANALYST I – IV (continued):

- May assist in the administration of leases and permits;
- May supervise subordinate personnel;
- Within the Budget Management Bureau of the Department of Financial Management or the Department of Human Resources, may assist in the development of management strategies on labor relations and/or collective bargaining including the collection and analysis of budget and revenue forecasting data necessary for labor negotiations;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or a closely related field, and two or more years of professional experience as an Assistant Administrative Analyst, or an equivalent position.

A valid motor vehicle operator's license may be required.

A Master's Degree in one of the preceding fields may be substituted for one-year of the required experience.

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

**HISTORY:**

Revision of Class Specification date 05/21/1981.

Title Changes effective 01/08/1985:

Administrative Analyst II to Administrative Analyst I  
Administrative Analyst III to Administrative Analyst II  
Administrative Analyst IV to Administrative Analyst III

Adding Administrative Analyst IV – 06/08/11

Approval/Adoption Dates: 01/15/85 – Human Resources Department  
06/08/11 – Civil Service Department