



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: ASSISTANT ADMINISTRATIVE ANALYST I - II

DEFINITION: Under general supervision, performs increasingly difficult administrative investigations, surveys, studies, and analyses.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs entry-level professional work of the least difficult nature.

Grade Level II - Performs the duties of the class; requires a minimum of one year of experience at Grade Level I, or in an equivalent or higher position.

EXAMPLES OF DUTIES:

- Gathers basic data to be used in administrative, fiscal, or procedural analysis of activities and services;
- Assists in the preparation and control of the annual budget;
- Performs preliminary research, investigations, and studies to promote cost effectiveness, efficiency, and the resolution of complaints;
- Develops preliminary interpretations and makes recommendations for improvement in the planning and delivery of services and the attainment of departmental goals and objectives;
- Analyzes forms and documents for compliance with rules, regulations, and procedures;
- Assists in the development, revision, and implementation of administrative systems and procedures;
- Assists in establishing and maintaining communication and cooperation with individuals and organizations both within the City and with external entities;
- Plans and prepares charts, graphs, and exhibits to display statistical data;
- Prepares and presents oral and written reports;
- May assist in developing basic computer reporting systems unrelated to centralized computer operations;
- May provide specialized counseling services;
- May develop and coordinate contract, permit, loan, grant, and/or fund-raising activities;
- May participate in recruitment, testing, test validation, employee orientation and training, classification, compensation, affirmative action, labor relations, and other personnel-related activities;
- May act in a lead or supervisory capacity;
- Performs other related duties as required.

ASSISTANT ADMINISTRATIVE ANALYST I – II (continued)

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, or a closely related field; ability to: effectively communicate both orally and in writing, comprehend complex written information, research and analyze data from a variety of sources, develop conclusions and make practical recommendations based upon facts, plan and organize work effectively, work accurately with numbers, and apply basic statistical procedures; working knowledge of basic mathematics and statistics.

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

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:

Positions established on 01/08/85

<u>Class Consolidations</u>	<u>With</u>
Administrative Analyst Assistant Analyst I Asst. Community Development Analyst I Asst. Economic Development Specialist I Asst. Personnel Analyst I Asst. Personnel Analyst I - Civil Service Public Health Analyst I	Asst. Admin.
Asst. Community Development Analyst II Analyst II Asst. Economic Development Specialist II Asst. Personnel Analyst II Asst. Personnel Analyst II - Civil Service Public Health Analyst II Redevelopment Loan Counselor Resource Department Specialist	Asst. Admin

Approval/Adoption Dates: 01/15/85 - Human Resources Department