

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 the entry-level duties of the classification associated with the less complex assignments and/or projects; may serve as a lead for lower-level classifications.

Grade Level II - Performs the complex duties of the classification associated with more complex assignments and/or projects requiring a higher degree of difficulty; may serve as a lead for Assistant Administrative Analyst Is.

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 issues;
- 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;
- Communicates and collaborates with individuals and organizations both within and outside of the City;
- Plans, prepares, and reviews 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 community programs and activities;
- Assists in the various aspects of contract administration;
- 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.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a bachelor's degree.

Professional, technical and/or paraprofessional experience (equivalent to an [Administrative Aide I-II](#) with the City of Long Beach, or higher) that offers specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

Knowledge, Skills, and Abilities

Candidates must possess all of the following abilities:

- Effectively communicate both verbally and in writing;
- Comprehend complex written information;
- Research, organize, and analyze data from a variety of sources;
- Develop conclusions and make recommendations based upon evaluation of facts;
- Work collaboratively with others;
- Exercise initiative to complete assigned tasks;
- Plan and organize work;
- Operate computers including the use of the Internet, spreadsheet, database and word processing software (e.g. Microsoft Office).

Willingness to work an irregular schedule, including nights, weekends, overtime, and/or holidays may be required for some positions.

Positions in the Police Department require the ability to pass a thorough background investigation.

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

HISTORY:

Positions established on 01/08/85

ASSISTANT ADMINISTRATIVE ANALYST I-II

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<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. Community Development Analyst II	Assistant 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	

Approval/Adoption Dates: 01/15/85 - Human Resources Department
11/10/21- Civil Service Commission