

Jurisdictional Class: Pending Jurisdictional Classification (Title Change Only)  
EEO Category: Administrative Support  
Revised: 09/20/2021

### **ADMINISTRATIVE ANALYST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for conducting assigned studies of specific concerns such as plans and procedures for new or changing programs, organizational structures, work methods and procedures, grievances, program or policy evaluation, information systems and internal control systems in order to analyze, evaluate and develop recommendations to management for improved or changed operational and program efficiency and effectiveness. An incumbent contacts and coordinates analysis activities with department heads, elected officials, employees and concerned citizens. The work is performed under supervision of a superior with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of clerical employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Reviews forms, documents and work procedures utilized by the County departments to determine feasibility for change;

Utilizes appropriate techniques such as task analysis, cost/benefit analysis, work distribution and work flow charting, system and organizational analysis and interviews;

Advises administrators on policy development and implementation following detailed study and makes recommendations on which services should be emphasized or modified;

Provides forecasts directly related to and affecting program operations for use in planning activities;

Contacts and works with local, State and Federal officials concerning funding applications, allocations, grant proposals, etc. with existing or projected needs and assets;

Conducts indepth reviews and examinations of County department operations and presents data in an organized, coherent manner to facilitate policy recommendation formulation;

Evaluates effectiveness and efficiency of projects under development and formulates instructions for change in accordance with administration policy;

Studies potential expansion, contraction and consolidation of County services and departments based on need for services and available or projected funding;

Monitors ongoing projects involving agency staff taking into consideration County capabilities, assets, community support, community assets, etc.;

Aids in preparation of news release drafts concerning projects, studies and administrative changes by working with department heads and staff for the County Executive;

Recommends and assists in implementing more efficient work flow procedures;

Develops specific budget and other financial information and reports on department programs and services;

Conducts feasibility reviews and studies of County projects in functional areas including available assets, requirements for services, and others, and makes recommendations accordingly;

Makes continuing staff needs assessments to insure department goals are met within the framework of mandated County services;

Drafts policy changes based on data researched or generated by a variety of sources;

Directs and supervises indepth studies to be performed by various departments in the County;

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**TYPICAL WORK ACTIVITIES (cont'd):**

Directs the preparation of publicity, news information and County participation in public forums for acquainting the general public with County government activities;  
Directs and coordinates training programs for department heads.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of effective organization and management principles and practices; thorough knowledge of the principles, practices, methods, terminology and techniques of administrative research and program and policy analysis; good knowledge of budgeting and financial management procedures and techniques; good knowledge of organizational and staffing methods; good knowledge of statistical techniques involved in administrative analysis; working knowledge of the organizational structure, goals and objectives of the agency; ability to conduct interviews, meetings, and to establish and maintain effective relationships with local, State and Federal officials, staff and program officials; ability to recognize implications and applications of organizational and management principles in the analysis of problem areas; ability to prepare detailed written reports and procedures and make specific recommendations; ability to prepare draft news releases for review by executives.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of administrative experience and other such qualifications, as the County Executive and department head, if applicable, may determine appropriate.

Change in title from Administrative Analyst: Unknown

Change in title from "Administrative Analyst (County Executive)": 09/20/2021

Adopted: 05/14/1984

Revised: 12/10/1985; 03/14/1994 10/16/1997; 09/20/2021