

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Administrative Analyst I/Administrative Analyst II

DEFINITION

Under supervision performs a variety of complex financial, analytical, and administrative functions in support of a department, division and/or District program; performs research, identifies, and provides financial and or statistical reporting as assigned and or required; fulfills a wide and diverse range of administrative assignments including, program development and administration, program budgeting and compliance monitoring and reporting.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst I - This is the entry-level class in the Administrative Analyst series. Positions in this class typically have little or no directly related work experience. The Administrative Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned areas of responsibility are learned.

Administrative Analyst II - This is the journey-level class in the Administrative Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Administrative Analyst I

Receives general supervision from an assigned supervisor or manager.

Administrative Analyst II

Receives direction from an assigned supervisor or manager. May exercise technical and functional supervision over assigned technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Performs complex administrative functions in support of one or more District programs; researches, reviews, analyzes, monitors and administers programs in compliance with District policy, statutory and legal requirements including compiling, completing and submitting necessary studies, reports, applications and/or other programmatic documentation.

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Investigates, analyzes, develops, and conducts special studies or projects as requested; prepares and presents technical reports of findings and recommendations. Researches applicable matters and developments, such as changes in legislation and the impacts on the District, best practices, compliance reporting, external funding opportunities, and administrative business practices in support of effective District operations..

Provides professional, technical and administrative support to ensure compliance with regulations and contractual requirements as they relate to District operations, programs, assets, facilities, grants, reimbursements or other revenue sources or cost recovery avenues.

Revises and develops fees; negotiates contracts; ensures compliance of department functions with pertinent laws, regulations, and ordinances; authorizes payments for various contracts. Reviews administrative practices and makes recommendations for improvements.

Assists in the development of departmental policies and procedures; recommends goals and objectives. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Coordinates with various District personnel in monitoring and administering complex projects, programs, and functions, including the identification of external revenue sources from a variety of organizations..

Drafts, reviews, and finalizes District public work construction contracts and professional services agreements including the preparation of specifications, conduct of pre-proposal/bid and proposal/bid processes, preparation of requests for qualifications, requests for proposals, and requests for bids; serves as liaison between District, contractors and consultants; signs Notices to Proceed.

Represents the department at various meetings regarding department and division functions. Assists in the preparation and review of division and/or assigned department operating, multi-year, and capital improvement budgets.

May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.

Builds and maintains positive working relationships with co-workers, other District employees, and the public using principles of good customer service.

Performs related duties as assigned.

CLASS TITLE: Administrative Analyst I/Administrative Analyst II

QUALIFICATIONS

Administrative Analyst I

Knowledge of:

Statistical methods of graphic presentation. Modern office procedures, methods, and computer equipment. Principles and procedures of financial record keeping and reporting. Technical report writing procedures. Research practices.

Skill/Ability to:

Learn the process and structure of the District and the assigned department. Learn applicable Federal, State, and local laws, codes and regulations. Identify, analyze, and resolve problems and issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Analyze facts and make sound recommendations. Work with and control sensitive, confidential information. Estimate and project revenues and expenditures. Plan, initiate, and complete work assignments with minimal direction. Use and operate a personal computer with a variety of business software. Establish and maintain effective working relationships with those contacted in the course of work. Ability to maintain regular and predictable attendance is a condition of employment, subject to applicable medical and disability leave laws. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of professional analytical experience is desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college or university in business or public administration, finance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Administrative Analyst II

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In addition to the qualifications for the Administrative Analyst I:

Knowledge of:

Principles and practices of budget preparation, analysis, and administration. Principles and practices of accounting in a municipal government, including identifying and securing external sources of revenue. Understanding of principles, practices, and methods of grant and external funding administration. Federal and State funding cycles and processes pertaining to funding uses, timelines and availability. District organization, services, and programs, including capital improvement and replacement needs and grant/loan opportunities. Policies, processes, and terminology related to assigned functions. Regulatory compliance principles and statutes related to a public utility such as the District. Statistical research and analysis techniques. Principles and practices of technical and functional supervision and training.

Skill/Ability to:

Independently perform professional analytical duties in support of District departments, divisions programs. Prepare and make effective oral presentations to a variety of formal and informal audiences. Interpret and apply Federal, State and local policies, procedures, laws and regulations. Provide technical and functional supervision over assigned staff; effectively train staff.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible experience similar to Administrative Analyst I with the El Dorado Irrigation District.

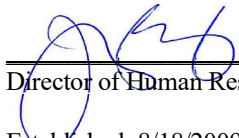
Education:

Equivalent to a Bachelor's degree from an accredited college or university in business or public administration, finance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

	<u>05/17/2024</u>	_____
Director of Human Resources	Date	
Established: 8/18/2009		
Revised: 01/14/2011, 05/17/2024		
FLSA: Non-Exempt		
Unit: Non-Safety		