



PRINCIPAL ADMINISTRATIVE ANALYST

JC: AC222
PG: G
FLSA: Exempt

BU: 31 (AFSCME)
Created: June 2000

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs the most technical and complex tasks relative to assigned area of responsibility; ensures work quality and adherence to established policies and procedures; may supervise, assign, review and participate in the work of staff responsible for administrative, financial or operational program activities within an assigned division or department; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the highest level in the Administrative Analyst series. Positions at this level perform the most complex duties assigned to the series or are responsible for participating in supervising, assigning and reviewing the work of subordinate or contract staff. Incumbents may also be responsible for overseeing the work of outside contractors or assisting higher level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Performs the most technical and complex tasks of the work unit including special projects which have a major impact on departmental efficiency, economy, operations and activities; defines project scope, goals and objectives; conducts research; develops and presents recommendations; coordinates project implementation.
2. Establishes schedules and methods for providing administrative services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
4. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
5. Participates in the preparation and administration of the department or division program budget; submits budget recommendations; monitors expenditures.
6. Prepares analytical and statistical reports on operations and activities.

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7. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned District department or division service programs, service delivery methods and procedures; works with co-workers on the continuous improvement of District services.
8. Implements new systems, methods and procedures; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform and advise project progress; makes adjustments as necessary.
9. Provides staff assistance to higher level management; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
10. Coordinates assigned program activities with those of other departments, divisions and outside agencies and organizations.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration, business administration, finance, human resources and related areas.
12. As required, conducts public meetings and hearings on department activities.
13. May participate in the selection of assigned staff; provides or coordinates staff training; may work with employees to correct deficiencies; may implement discipline procedures.
14. May plan, prioritize, assign, supervise, review and participate in the work of staff responsible for administrative, financial or operational program activities within an assigned division or department; ensures work quality and adherence to established policies and procedures.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of assigned program area including administrative, financial or operations functions
- Principles of supervision, training and performance evaluation
- Principles and practices of program development and implementation
- Principles and practices of budget preparation and administration
- Methods of administrative, organizational, economic and procedural analysis
- Organization objectives, procedures, policies and regulations
- Methods and techniques of statistical and financial analysis
- Principles and practices of procurement and purchasing
- Principles and practices of accounting
- Methods and techniques used to conduct a variety of analytical studies
- Principles, practices, methods and techniques of report preparation
- Principles and procedures of record keeping
- Office equipment including computers and supporting word processing and spreadsheet applications
- Related Federal, state and local laws, codes and regulations.

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Skill/Ability in:

- Supervising, organizing and reviewing the work of lower level staff
- Selecting, supervising, training and evaluating subordinate co-workers
- Recommending and implementing goals and objectives for providing effective services
- Reviewing and analyzing complex technical documents and proposals
- Planning and supervising research projects for assigned District department or division functions and operations
- Applying practices, theories, techniques and management methodology to assigned area
- Coordinating and administering budget process for assigned department or division
- Researching, analyzing, and evaluating programs, policies, and procedures
- Communicating clearly and concisely, both orally and in writing
- Interpreting and explaining District policies and procedures
- Preparing clear and concise reports
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Possession of a Bachelor's degree in Public Administration, Business Administration, Accounting, Economics or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable administrative, analytical and/or budgetary experience which must have included at least one (1) year of administrative and/or lead supervisory experience.

Substitution:

Additional professional administrative, analytical and/or budgetary experience, as outlined above, may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No