

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DEPARTMENT ANALYST I	CLASS CODE: 0142
	DEPARTMENT ANALYST II	CLASS CODE: 0143
DEPARTMENT:	VARIOUS	FLSA STATUS: N
REPORTS TO:	VARIOUS	DATE: 5/06 Rev.6/08
CIVIL SERVICE:	YES	BARGAINING UNIT: SEIU

JOB SUMMARY:

Performs a variety of responsible, complex, professional administrative and analytical functions associated with various projects, and/or specialized areas or programs within County Departments.

DISTINGUISHING CHARACTERISTICS:

Department Analyst I – This is the entry level in the professional analyst series; incumbents initially work under close supervision in a learning capacity. Assignments are generally limited in scope and under the direction of higher-level employee. With gained experienced, the incumbent is granted more independence from supervision and assignments that are more complex. Most incumbents are expected to promote to the journey level within one to two years; however, positions that are limited to analytical duties of a more routine, repetitive nature will be permanently allocated at level I.

Department Analyst II – This is the journey level of the professional analyst series; incumbents work under general supervision and perform a full range of duties. Incumbents working at the Analyst II level perform broader and more responsible assignments in management analysis requiring a higher level of knowledge of statistical, administrative or budgetary policies, practices and techniques. Incumbents working in this class may have responsibility for training and technical oversight of the work of Analyst I and/or clerical staff who are performing work in the Analyst's assigned area.

This class is distinguished from the Senior Department Analyst in that incumbents in the latter class are assigned highly specialized assignments consisting of complex responsibilities.

Department Analyst series is distinguished from Administrative and Human Resource Analyst series by the highly specialized and/or complex nature of the work of the latter and the effect of that work on the County as a whole. Department Analysts are distinguished from technicians and clerical staff by the professional and critical nature of analysis performed requiring consideration of unique problems resulting in the application of professional knowledge or expertise for proper solution or determination. Analyst work often results in changes to processes, procedure or findings, which are not routinely subject to oversight and review.

SUPERVISION EXERCISED:

Department Analyst I – no supervision exercised, may provide training to other staff.

Department Analyst II – no supervision exercised; however, may have responsibility for training and technical oversight of the work of Analyst I and/or clerical staff who are performing work in the Analyst's assigned area.

EXAMPLES OF DUTIES: *Depending on assignment, duties may include but are not limited to the following:*

- Conduct analytical studies unique to department or area of assignment that may include administrative and operational activities, fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow, space utilization, office automation, facilities, contract, personnel management, etc; design data collection systems; collect and analyze data from a variety of sources including departmental and external records, reports, documents, informational surveys, and contracts; develop and present written and verbal reports and recommendations for appropriate action based on an analysis of gathered data.
- Develop various budgets, reports or recommendations based on analysis of data collected including impact on service levels and operations and/or information required by funding source; assist in the development of fiscal procedures; control specific departmental purchases and expenditures; review financial data on an ongoing basis to assure conformance with established guidelines; may conduct cost/benefit studies and recommend changes to procedures or operations.
- Recommend and establish contract forms and procedures; develop review and make recommendations concerning bid proposals and agreements; interpret contract terms and monitor adherence to contracts; recommend solutions to contractual problems.
- Research operational and fiscal requirements for specific grant proposals; prepare grant applications and all subsequent follow-up documentation; recommend and monitor procedures for grant implementation; monitor and analyze expenditures to ensure compliance; and tracking all revenues and reconciling grant funds with audit

information.

- Review work methods and systems to determine possible modifications to increase service efficiency and effectiveness; develop and recommend various policies and procedures; develop written procedures to implement adopted policies and new or changed regulations or to clarify and describe standard practices; design forms to expedite procedures; coordinate publication and dissemination of such material.
- Research, modify, and adapt available computer software; write or coordinate development of data processing applications to meet operational needs.
- Serve as liaison with clients and representatives of private businesses, State and/or Federal agencies and other County departments to coordinate special projects, provide specified administrative services, represent the department in the development of, or change in programs and regulations, gather information and insight for use in assigned studies or management decisions.
- Review present and pending legislation to determine effect on departmental organization or programs and present recommendations in verbal or written form.
- Prepare a variety of reports, records, correspondence and other documents.
- Participate in meetings and present requested and independently gathered data to assist managers in making operational and administrative decisions; may provide staff support to committees, commissions, and task forces of the County.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: Depending upon area of assignment, related education and experience, and knowledge skills and abilities required may be specific to an assigned area such as fiscal, programmatic, or related to a specific field such as Public Health, Mental Health, etc.

Department Analyst I: Bachelor's degree from an accredited college or university, preferably with coursework in Public Administration, Business Administration, Accounting, Management, Statistics or other field related the listed duties; OR, experience performing related paraprofessional duties that include providing program management recommendations may be substituted for the education on a year-for-year basis.

Department Analyst II: Bachelor's degree from an accredited college or university, preferably with courses in Public Administration, Business Administration, Accounting or other field related to the listed duties OR, experience performing management, personnel, fiscal, staff development, or other analysis work, including the preparation of recommendations and reports may be substituted for the education on a year-for-year basis; AND, one (1) year of professional experience performing general administrative, personnel, fiscal or program analysis work that is equivalent to the Department Analyst I level.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operations and functions of County government, including structure and organization.
- Modern principles, practices and trends in Public Administration as pertinent to area of assignment.
- Applicable laws, ordinances and legislation.
- Principles, practices and political implications of decisions regarding budgeting, fiscal management, personnel and/or contract management.
- Methods and techniques of research, statistical analysis and report presentation. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- External governmental bodies and agencies related to area of assignment.
- General office procedures, policies and practices, as well as knowledge of computers and other general office equipment and associated software.
- May require knowledge specific to area of assignment such as fiscal, staff development, training, health or program related.

Skill in:

- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving administrative situations and problems.
- Interpreting applicable legislation and litigation.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing, with internal staff, clients, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and routine maintenance of general office machines such as computers, typewriters, copiers, facsimile machines, telephone systems, etc.

Mental and Physical Abilities:

- Identify problem situations, gather and analyze relevant data, establish priorities of action based upon such analysis, and take appropriate steps to incorporate such priorities.
- Present appropriate facts and recommendations in written and oral form.
- Read and interpret a variety documents.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Solve practical problems and deal with a variety of variables where only limited standardization exists.
- Establish and maintain effective working relationships with others. While performing the essential functions of this job, the incumbent is regularly required to walk, sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear and occasionally required to lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.