



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ADMINISTRATIVE ANALYST I, II

Term Limited Position ending 06/30/2023

Primarily assigned to the ELC Grant

DEFINITION: Under general supervision, performs a variety of administrative, organizational, budgetary, accounting, program evaluation, data analysis, and statistical work. Current vacancy is for an Administrative Analyst in Health and Human Services Analyst Team in the Administration division. **The current vacancy responsibilities will include review of child welfare and probation cases quality assurance.**

ESSENTIAL JOB DUTIES:

Administrative Analyst I- This is the entry-level position which includes increased supervision. Works closely with the HHS Administration's Management Analyst and Analyst Team to perform a variety of complex administrative, organizational, budgetary, accounting, and statistical work; researches, writes, monitors, and administers a variety of grants; works with the public; monitors, maintains, and organizes training and other records; prepares budget documents; prepares and presents comprehensive reports and recommendations; assists in the development and implementation of various State mandated programs, and performs the necessary duties required by those programs. Analyzes data, trends, and impacts in relation to program service requirements and service delivery; provides accounting, collections, and related financial documents; works closely with federal, state, county, and city personnel and departments; provides public information and makes public presentations as needed; attends out-of-county training, seminars, and meetings as required; and performs other duties as assigned.

The Administrative Analyst oversees and participates in the day-to-day monitoring and compliance operations in assigned department/division. The Administrative Analyst may also be responsible for performing professional level analytical duties involving general administrative, staff development, fiscal, and/or program analytical work. Incumbents gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees, and others to give and receive information; prepares reports and makes recommendations on procedures, policies, and program/functional issues and alternatives; makes decisions in financial, and other administrative systems of average to difficult complexity; prepares correspondence; and performs other related duties as assigned. The Administrative Analyst may supervise clerical and/or technical employees in the implementation of budget processing, accounting, financial reporting, contract monitoring, specialized programmatic activities, and/or other related services and functions. They may also independently perform

client home visits and interviews, facilitate focus groups, develop surveys, or identify evidence-based practices and evaluation tools.

Specific duties will vary with the organizational unit to which assigned. Selected positions within the County of Inyo may be allocated to this job series in the performance of any one of the following designated areas of responsibility on a department-wide basis:

Personnel: Under supervision of the Personnel Officer, performs a wide variety of administrative, technical, and professional work in support of a centralized personnel system, including recruitment and selection, classification, compensation, benefits administration, and employee relations; and performs related duties as required.

Payroll: Under direction of the Auditor-Controller, independently maintains and processes payroll records and reports for accounting of salaries and wages, accruals, deductions, and other payroll functions for the County, Special Districts, and the Courts.

Health and Human Services: Works with State agencies, local organizations, and HHS division leadership on analysis, compliance, monitoring, outcomes, budgets, and collections, which may include, but not limited to: attendance at workshops, document preparation, program development and evaluation, negotiations, directing staff in daily accounting and/or analysis duties, preparation of necessary monthly, quarterly, and yearly documents, and perform related duties as required. Works with HHS Administration in the development and implementation of various programs, and performs the necessary duties required by those programs. Analyzes data and outcomes in relation to program service requirements and service delivery.

Administrative Analyst II - In addition to the essential job duties noted above for Administrative Analyst I, may receive limited supervision within a broad framework of policies and procedures and may be assigned more complex tasks and work at a more independent level performing duties for which guidelines have been established.

EMPLOYMENT STANDARDS

Education/Experience;

Administrative Analyst I - Equivalent to graduation from a four-year college or university with major coursework in business or public administration, management, or closely related field with knowledge and understanding of governmental grant administration and monitoring being highly desirable; OR six years of office or program administrative experience including prior supervisory experience. Experience working in a governmental agency is preferred.

Administrative Analyst II - Must meet all qualifications for Administrative Analyst I above; plus one additional year of administrative and analytical experience, preferably within a local government environment, involving grant administration and monitoring or the collection, compilation, and analysis of financial, budgetary, or administrative data.

Knowledge of: Administrative techniques including the principles of organization, accounting, budget, and organizational analysis; budgetary procedures and practices; basic principles of administration; research methods and techniques; methods of report preparation; modern office procedures, methods, and equipment, including computer software and hardware, particularly as related to budgetary and statistical analysis.

Ability to: Collect, evaluate, and interpret varied information and data, either in statistical or narrative form; coordinate multiple projects and meet critical deadlines; prepare clear, concise and complete reports and other written materials on a variety of financial, budgetary, and administrative issues; maintain accurate records and files; perform detailed analysis and administrative work involving the use of independent judgment and personal initiative; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; work cooperatively with those contacted in the course of work. Physical ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.

Special requirements: Must possess a valid California Driver's License; must successfully complete a pre-employment background check.