



**Date:** March 31, 2021  
**To:** Civil Service Commission  
**From:** Caprice McDonald, Employment Services Officer  
**Subject:** **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION – ADMINISTRATIVE ANALYST I-IV**

---

On March 26, 2021, the Civil Service Commission received a request from Fred Verdugo, Acting Director of Department of Human Resources to approve classification specification revisions for Administrative Analyst I-IV. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

**Facts for Consideration**

The classification specification for Administrative Analyst I-IV was last amended June 8, 2011. The proposed revisions reflect changes to the Distinguishing Characteristics of Grade levels I-III and revisions to the Examples of Duties. A Knowledge, Skills and Abilities (KSA) section was added to clarify the KSA requirements for the position.

The proposed changes to the **Distinguishing Characteristics** are as follows:

Grade Level	Current	Proposed
Grade Level I	Journey level; performs the duties of the classification.	Journey level; performs the duties of the classification associated with the less complex assignments and/or projects.
Grade Level II	Performs the complex duties of the classification.	Performs the complex duties of the classification associated with more complex assignments and/or projects requiring a higher degree of difficulty.
Grade Level I	Performs the most complex duties of the classification; responsible for one or more major programs or activities.	Performs the most complex duties of the classification associated with the most complex and multi-faceted assignments and/or projects requiring a higher degree of difficulty and individual judgement; responsible for one or more major programs or activities.

Date: March 26, 2021

To: Civil Service Commission

From: Fred Verdugo, Interim Director of Human Resources

For: 

Subject: **CLASSIFICATION SPECIFICATION UPDATE – ADMINISTRATIVE ANALYST**

---

Attached for your consideration is an update to the Administrative Analyst classification specification. The classification specification was updated to maintain consistency with recent Civil Service job bulletins, update example of duties, and clarify the distinguishing characteristics between the different grade levels.

Human Resources staff worked with Civil Service to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent associations, we are now requesting that the Commission adopt the Administrative Analyst classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

#### Attachments

Administrative Analyst Class Specification.

FB:DA:KC:GM

cc: Dana Anderson, Interim Deputy Director  
Khristina Coston, Human Resources Officer



## CLASSIFICATION SPECIFICATION

---

**TITLE: ADMINISTRATIVE ANALYST I - IV**

**DEFINITION:** Under direction, assists departmental management with a wide variety of administrative responsibilities and performs increasingly complex and responsible duties of the class.

### **DISTINGUISHING CHARACTERISTICS:**

- Grade Level I - Journey level; performs the duties of the classification associated with the less complex assignments and/or projects.
- Grade Level II – Performs the complex duties of the classification associated with more complex assignments and/or projects requiring a higher degree of difficulty.
- Grade Level III – Performs the most complex duties of the classification associated with the most complex and multi-faceted assignments and/or projects requiring a higher degree of difficulty and individual judgement; responsible for one or more major programs or activities.
- Grade Level IV - Within the Budget Management Bureau of the Department of Financial Management or the Department of Human Resources, performs the most complex and highly specialized duties of the classification that require contributing significantly to the development of management strategies on labor relations and/or collective bargaining including the collection and analysis of budget and revenue forecasting data necessary for labor negotiations.

### **EXAMPLES OF DUTIES:**

- Independently develops and implements analytical studies and develops, compiles, and interprets statistical data;
- Develops conclusions and makes recommendations;
- Interprets complex written information;
- Prepares detailed and comprehensive written reports;
- Assists departmental management in the preparation and control of the annual budget, and the selection, training, and evaluation of employees;
- Develops and implements procedures for improving organizational effectiveness;
- Develops measures for evaluating departmental accomplishments;
- Develops proposals and forecasts;
- Makes oral presentations;
- Utilizes computer applications;
- Develops basic computer reporting systems unrelated to centralized computer operations;

**CLASSIFICATION SPECIFICATION**

ADMINISTRATIVE ANALYST I – IV

Page 2

- 
- May assist in the marketing of services;
  - May assist in the development and administration of leases and permits, contracts and/or grants;
  - May supervise subordinate personnel;
  - May serve on interdepartmental committees;
  - Within the Budget Management Bureau of the Department of Financial Management or the Department of Human Resources, may assist in the development of management strategies on labor relations and/or collective bargaining including the collection and analysis of budget and revenue forecasting data necessary for labor negotiations;
  - May assist with conducting administrative investigations;
  - May research, interpret and apply federal and state regulations, memoranda of understanding, and city policies and procedures and may seek guidance and/or concurrence from management for the most complex regulations;
  - Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

- Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or a closely related field, and two or more years of professional experience as an Assistant Administrative Analyst, or an equivalent position.
- A Master's Degree in one of the preceding fields may be substituted for one-year of the required experience.
- Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

**Knowledge, Skills, and Abilities:**

- Ability to communicate both verbally and in writing;
- Ability to operate personal computers including the use of the Internet, spreadsheet, database and word processing software;
- Ability to comprehend and interpret complex written information;
- Ability to research, organize, and analyze data from a variety of sources;
- Ability to develop conclusions and make recommendations based upon evaluation of facts;
- Ability to exercise initiative to complete assigned tasks;
- Ability to perform mathematical computations; and
- Ability to plan and organize work.

**CLASSIFICATION SPECIFICATION**

ADMINISTRATIVE ANALYST I – IV

Page 3

Willingness to work overtime, weekend and/or holiday hours. Positions in the Police Department require the ability to pass a thorough background investigation.

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

**HISTORY:**

Revision of Class Specification date 05/21/1981.

Title Changes effective 01/08/1985:

Administrative Analyst II to Administrative Analyst I

Administrative Analyst III to Administrative Analyst II

Administrative Analyst IV to Administrative Analyst III

Adding Administrative Analyst IV – 06/08/11

Civil Service Commission Approval - 06/08/11

Revisions to Distinguishing Characteristics and added duties: 3/25/2021

Approval/Adoption Dates: 03/25/2021 – Human Resources Department

03/31/2021 – Civil Service Commission