



Memorandum

Date: November 10, 2021

To: Civil Service Commission

From: Elsa Ramos, Personnel Analyst

Subject: **Request to Approve Revised Classification Specification: Assistant Administrative Analyst I-II**

Correspondence has been received from Joe Ambrosini, Human Resources Director, requesting Civil Service Commission approval and adoption for the revised classification specification of Assistant Administrative Analyst I-II. Staff has reviewed this request and recommends approval from the Commission in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- Article XI, Section 1101(d) of the City Charter grants the Civil Service Commission the powers and duties to create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.
- The Assistant Administrative Analyst I-II performs increasingly difficult administrative investigations, surveys, studies, and analyses for a variety of departments throughout the City of Long Beach.
- The classification specification of Assistant Administrative Analyst I-II was adopted on January 8, 1985, by the Civil Service Commission and has not been updated since.
- The proposed changes to the Assistant Administrative Analyst I-II classification specification are as follows:
 - **Distinguishing Characteristics:** Updated language to differentiate duties between grade levels.
 - **Example of Duties:** Included language that was previously included in prior bulletin recruitments that is critical to the classification functions.
 - **Minimum Qualifications:** Updated language for year-for-year experience substitution equivalent to an Administrative Aide I-II.
 - **Knowledge, Skills and Abilities:** Reformatted knowledge, skills and ability statements (previously under Minimum requirements). Included “an irregular



schedule, including nights, weekends, overtime, and/or holidays”, as this is needed given the nature of the position’s workload. Included “A valid driver’s license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments”.

- The meet and confer obligation was completed on October 19, 2021 with the International of Machinists and Aerospace Workers (IAMAW) union regarding the proposed changes. The Association of Confidential Employees (ACE) has also reviewed the proposed changes and is in support

The Human Resources Department has been advised that this item is on today’s agenda. Representatives from the Department will be present to respond to any questions posed by the Civil Service Commission.



Date: November 4, 2021

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources 

Subject: **CLASSIFICATION SPECIFICATION REVISION – ASSISTANT ADMINISTRATIVE ANALYST**

Attached please find the draft revised classification specification for Assistant Administrative Analyst. The classification specification was revised to be consistent with recent Civil Service job bulletins for the classification. Minor changes were made throughout the classification specification to modernize the language. The Distinguishing Characteristics were revised to include language regarding the complexity of assignments. The Example of Duties was revised to reflect the current duties of the classification. The Minimum Qualifications were updated to include a bachelor's degree in any field and not limited to Public or Business Administration. Additionally, the classification specification now includes a Knowledge, Skills, and Abilities section.

Human Resources staff worked with Civil Service and user departments to complete the meet and confer process. Having completed the meet and confer process with the labor association that represents the classification, the Department of Human Resources is requesting the Civil Service Commission adopt the revised classification specification for Assistant Administrative Analyst.

Should you have any questions regarding this item, please contact Russ Ficker, Human Resources Officer, at (562) 570-7147.

Attachments

Assistant Administrative Analyst Classification Specification

cc:

Fred Verdugo, Deputy Human Resources Director
Russ Ficker, Human Resources Officer

TITLE: ASSISTANT ADMINISTRATIVE ANALYST I - II

DEFINITION: Under general supervision, performs increasingly difficult administrative investigations, surveys, studies, and analyses.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - Performs the entry-level duties of the classification associated with the less complex assignments and/or projects; may serve as a lead for lower-level classifications.
- Grade Level II - Performs the complex duties of the classification associated with more complex assignments and/or projects requiring a higher degree of difficulty; may serve as a lead for Assistant Administrative Analyst Is.

EXAMPLES OF DUTIES:

- Gathers basic data to be used in administrative, fiscal, or procedural analysis of activities and services;
- Assists in the preparation and control of the annual budget;
- Performs preliminary research, investigations, and studies to promote cost effectiveness, efficiency, and the resolution of issues;
- Develops preliminary interpretations and makes recommendations for improvement in the planning and delivery of services and the attainment of departmental goals and objectives;
- Analyzes forms and documents for compliance with rules, regulations, and procedures;
- Assists in the development, revision, and implementation of administrative systems and procedures;
- Communicates and collaborates with individuals and organizations both within and outside of the City;
- Plans, prepares, and reviews charts, graphs, and exhibits to display statistical data;
- Prepares and presents oral and written reports;
- May assist in developing basic computer reporting systems unrelated to centralized computer operations;
- May provide specialized counseling services;
- May develop and coordinate contract, permit, loan, grant, and/or community programs and activities;
- Assists in the various aspects of contract administration;
- May participate in recruitment, testing, test validation, employee orientation and training, classification, compensation, affirmative action, labor relations, and other personnel-related activities;
- May act in a lead or supervisory capacity;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a bachelor's degree.

Professional, technical and/or paraprofessional experience (equivalent to an [Administrative Aide I-II](#) with the City of Long Beach, or higher) that offers 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

Candidates must possess all of the following abilities:

- Effectively communicate both verbally and in writing;
- Comprehend complex written information;
- Research, organize, and analyze data from a variety of sources;
- Develop conclusions and make recommendations based upon evaluation of facts;
- Work collaboratively with others;
- Exercise initiative to complete assigned tasks;
- Plan and organize work; and
- Operate computers including the use of the Internet, spreadsheet, database and word processing software (e.g. Microsoft Office).

Willingness to work an irregular schedule, including nights, weekends, overtime, and/or holidays may be required for some positions.

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:

Positions established on 01/08/85

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<u>Class Consolidations</u>	<u>With</u>
Administrative Analyst	AssistantAnalyst I
Asst. Community Development Analyst I	
Asst. Economic Development Specialist I	
Asst. Personnel Analyst I	
Asst. Personnel Analyst I - Civil Service	
Public Health Analyst I	
Asst. Community Development Analyst II	AssistantAnalyst II
Asst. Economic Development Specialist II	
Asst. Personnel Analyst II	
Asst. Personnel Analyst II - Civil Service	
Public Health Analyst II	
Redevelopment Loan Counselor	
Resource Department Specialist	

Approval/Adoption Dates: 01/15/85 - Human Resources Department