

GOLDEN SIERRA JOB TRAINING AGENCY
ADMINISTRATIVE ANALYST - CONFIDENTIAL

DEFINITION

The Administrative Analyst performs a variety of complex professional duties and tasks related to administration and operations such as human resources, payroll, procurement, board management, facilities, and records retention; performs analytical work related to development, implementation and evaluation of agency budget; and to provide administrative and professional support to the Executive Director.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees at this level perform the most difficult and responsible types of duties, including providing direct first-line supervision over assigned administrative support staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director.

May exercise direct supervision over administrative support staff as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Human Resources & Payroll:

Oversee human resource functions associated with position classifications and salary compensation.

Plan and coordinate recruitment process, including advertising campaign, evaluation process, examination (if required), and pre-employment activities.

Conduct new hire orientations.

Provide bi-annual safety training topics.

Prepare and present to management options for benefit and salary associated with union labor negotiation.

Prepare staffing budget annually, and provide details to management.

Monitor staffing budget on a quarterly basis, and adjust as necessary.

Oversee payroll functions including approval of payroll, merit increases, job reclassifications, and other related tasks.

Procurement

Oversee and supervise department operations; purchase supplies, material and equipment; perform and/or oversee technical information technology system activities.

Oversee and supervise all aspects of procurement in alignment with federal, state, local and agency guidance.

Assist in preparation of grant application packets.

Prepare Request for Proposals (RFP) and Request for Quotes (RFQ), including preparing summary of responses and recommendations.

Conduct training sessions or provide bidders workshops on a variety of topics related to procurement of workforce development or business services.

May prepare and review contracts that require formal certification.

Coordinate the resolution of all procurement disputes and appeals in accordance with agency procurement policy.

Develop, manage and monitor contracts for services ensuring compliance with contract documents and federal, state or local policy or legislation.

Explain regulations, rules and policies to subcontractors and apprise them of rights and responsibilities,

Contact and respond to requests from local businesses regarding potential services and/or resources.

Board Management

Assists with preparation of board agenda packets.

Assist with scheduling of special presenters for board meetings.

Prepares and presents memos, supporting documentation and resolutions to the Workforce Board and Governing Body.

Oversee Fair Political Practices Commission (FPPC) Conflict of Interest requirements associated with board members (i.e. Form 700 and AB 1234 Ethics training).

General:

Plan, prioritize, assign, supervise and review the work of assigned administrative support staff; conduct performance evaluations.

Implement policies and procedures in alignment with specific roles and responsibilities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports related to specific roles & responsibilities.

Enter data accurately online into one or more computer systems; utilize and understand various computer screens, and complete and review computer and online documents and other forms.

Prepare clear, concise and accurate records, narratives, reports and statistics; maintain case record files.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of:

- Workforce and Business Development
- Human Resources/Payroll
- Governmental Procurement
- Brown Act meeting requirements
- Supervision, training and performance evaluations

Ability to:

Organize, implement and direct duties associated with human resources, payroll, and procurement operations and/or activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Provide a highly developed level of access to community and regional resources.

Supervise, train and evaluate assigned staff.

Prepare and present clear concise reports, orally and in writing. Gather, compile, analyze, and interpret data.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of professional experience in a combination of the focus areas (human resources, payroll and procurement).

Training:

Equivalent to a Bachelor's degree from an accredited college or university.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license. Proof of adequate insurance and medical clearance may also be required.

Other certifications may be required.