



CLASS SPECIFICATION

CLASS TITLE:

Senior Administrative Analyst

DEFINITION:

Under administrative direction of the Administrative Services Director or Assistant City Manager or designee, performs advanced professional general administrative duties in the areas of finance, human resources, information technology, or other organization-wide projects; conducts a wide variety of research in multiple, ambiguous domain knowledge areas; provides analysis and recommendations in novel and complex scenarios; takes a lead role in labor relation and negotiation work between the City and its represented labor units and owns the resulting contracts; responsible for oversight of multiple programs or projects which affect the entire organization; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the senior-most level of the professional administrative analyst series. Incumbents serve as a technical expert in multiple disciplinary and/or programmatic areas using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed policies and procedures. Positions in this class are typically assigned to manage large, complex and multidisciplinary projects, programs, studies, and initiatives that involve contact outside of the City and the ability to manage multiple stakeholder interests, require a high level of technical expertise and acumen in support of management and/or City Council priorities, strategic initiatives and directives, and are of high visibility and sensitivity to the City in areas of its core business initiatives. Incumbents play a leading role in citywide planning discussions related to assigned areas of responsibility. The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution. Work assignments are typically given as broad, conceptual ideas and directives, and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

This class is further distinguished from the Senior Management Analyst due to its specific responsibility for at least one of the following critical need areas:

- Labor relations, negotiations, and ownership of contract language and labor attorney relationship
- Payroll supervisor, responsible for both executing payroll and its ancillary processes which serve as payroll dependencies

Positions in this class are not flexibly staffed and appointment to the position typically requires successful execution of a Senior Administrative Analyst level project, frequently through short-

term assignments under the direction of the Administrative Services Director or Assistant City Manager. This is a Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION RECEIVED:

Works under the administrative supervision of either the Administrative Services Director or Assistant City Manager or designee.

SUPERVISION EXERCISED:

Typically exercises general supervision over Administrative Analyst I/II classifications, technical and clerical support staff, temporary, seasonal, part-time or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY):

- Conducts analysis in ambiguous and far-reaching areas, to include financial impacts of proposed developments, outreach and engagement for initiatives, and quantification of service changes, and provides recommendations on policy proposals.
- Oversees and coordinates recruitment processes for the City; ensures job description and salary ranges are accurate; posts recruitments to appropriate locations; may assist with advertising position; reviews and assists in grouping and rating candidates; coordinates oral interview process, including obtaining oral board members, scheduling candidates, creating oral board binders, and observing oral boards.
- Oversees and coordinates the hiring process; generates offer letters, coordinates background checks and physicals; confirms hire date; conducts new hire orientation, including preparation of materials.
- Administers benefits programs, retirement plan, health, dental, vision, deferred compensation, life insurance, retiree reimbursements, flexible spending, and employee assistance; researches benefit options; creates surveys, analyzes results, and presents results and recommendations; plans and manages the annual open enrollment process and any applicable changes outside that cycle.
- Provides employees with information concerning group insurance and retirement benefits; processes enrollments and changes in coverage; and communicates with health benefit carriers in resolving problems or employee concerns.
- Coordinates and processes all personnel actions, including identifying, communicating, and tracking timelines such as for evaluations, merit increases, and promotions.
- Administers leave of absence and related programs, including paid time off and protected leave of absence, such as FMLA, CFRA, and workers' compensation.
- May be assigned to handle or assist with a variety of personnel issues, including working with appropriate attorneys.
- Researches, analyzes, and proposes administrative policies which impact the entire organization.
- Develops and administers citywide training programs on applicable topics, including the operating and capital budget process; the recruitment process; labor law and considerations for supervisors; document retention policies and destruction schedule; and regular ongoing topics as refreshers.
- Assist in the development, coordination, and updates of the annual operating and capital budget, including providing regular ad hoc inquiry support to customer departments.

- Plans study of work problems and procedures such as organizational change, communications, information flow, integrated production methods, fixed assets, inventory control, or cost analysis.
- Reviews and evaluates programs and services to determine how well they meet the legislative intent of the governing body or advisory body in the case of assignment as a liaison.
- Conducts operational effectiveness reviews and/or management audits to ensure functional or project systems are applied and functioning as designed and/or in compliance with established procedures.
- Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
- Investigates and follows-up on citizen requests for service, complaints, and requests for information.
- Establishes and maintains positive working relationships with representatives of community organizations, State and local agencies and associations, City management, staff, and the public.

PERIPHERAL DUTIES:

- Reports for work at any time in event of disaster or other emergency situation; Interviews individuals to obtain data or draft correspondence to answer inquiries.
- May review purchase requisitions to ensure accuracy and compliance with the budget, policies, and procedures. Establishes purchase orders, agreements, and other contracts meeting the best interests of the City.
- Reviews and keeps current on new laws and regulations affecting the organization.
- Assists in the development of notices, flyers: brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Attend seminars and workshops related to administrative duties and responsibilities.
- Serves as a liaison to various employee committees.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from a college or university with a bachelor's degree in public administration, political science, business management, or a closely related field. Three (3) years of full-time administrative and analytical experience similar to Administrative Analyst I in the City of San Bruno and successful completion of an advanced project similar to the work typically performed by a Senior Administrative Analyst. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills, and Abilities:

Working knowledge of:

- Principles and practices of modern public administration, office practices, procedures, methods, software, and equipment

- Formal research techniques, including use of probability and statistics, hypothesis testing, design of experiment, regression, neural networks, and machine learning
- Informal research techniques, problem solving methods and techniques, sources of information and availability of information and report preparation and presentation
- Principles and practices of government finance and full-service fund accounting, including accrual methods, chart of accounts best practices, revenue recognition, period close processes, auditing and reporting, internal controls and fixing deficiencies, and other advanced topics
- Familiarity with CalPERS in both a practical sense as a vendor to employees and retirees from the organization and in a theoretical sense, including actuarial assumptions and planning horizons, assumption changes and amortization bases, accrued liabilities and normal costs, and ancillary services such as OPEB and 457(b) plans
- Budgeting and forecasting principles, including the development of capital budgets, personnel costing, regression and exponential smoothing methods, distinction from accounting, fund balances and their uses, internal service fund and enterprises, and quantifying assumptions
- Organizational and management practices, ranging from theory to implemented policy within the agency, including recruitment and retention, training and development, discipline and performance management, succession planning, and employee relations
- The principles of organized labor and applicable laws, the particular contracts between the City and organized labor, and the practices of negotiations including information collection and provision on the City's side

SKILL IN OPERATION OF LISTED TOOLS AND EQUIPMENT:

- (None)

ABILITY TO:

- Accurately record and maintain records
- Establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public
- Communicate in English effectively verbally and in writing
- Analyze fiscal, budgetary or administrative problems and propose specific, implementable solutions then execute under supervision and perform after-action reports
- Read, interpret and understand complex rules, regulations and ordinances and provide recommended language in order to enact specific policy goals
- Work independently
- Analyze and review organizational and management problems and recommend and implement effective courses of action then evaluate the success and ensure the learning is spread to the rest of the organization in an ongoing manner
- Draft and edit reports and various documents
- Learn, interpret and apply City policies, procedures, rules and regulations and identify potential issues with these and propose suggestions on remedies
- Perform advanced level research and project management
- Elicit cooperation of others

- Properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties
- Think clearly and work well under normal and high-pressure situations
- Act as an agent for the City as an unrepresented employee, including full disclosure of potential conflicts and remedies where appropriate
- Make sound judgments in a manner consistent with essential job duties.

Category:	Unrep
FLSA Classification:	Exempt
Effective Date:	September 1, 2024
Revisions:	n/a