

**CITY OF SALINAS**

**ADMINISTRATIVE ANALYST I**

**BARGAINING UNIT/CLASS CODE:  
SMEA/E04**

**DEFINITION**

Under general direction of the assigned Department Director or designee, performs professional administrative and research work in a variety of program areas in a designated department. To manage, coordinate and oversee assigned programs in designated department.

**DISTINGUISHING CHARACTERISTICS**

This job class is the first level in the Administrative Analyst series of three classifications. The Administrative Analyst functions at an entry-level management level of classification and requires knowledge of municipal organization, basic principles of program management, public administration, research methods and report presentation. Special assignments and projects requiring varied hours and independence in judgment and advanced technical and analytical work are also assigned to positions at this level.

**SUPERVISION RECEIVED AND EXERCISED**

Receives limited supervision from the assigned Department Director and/or designee. May exercise functional supervision of lower level staff and volunteers.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include but are not limited to the following: Performs a variety of responsible and technical administrative and analytical assignments. Assists in formulating program policies, goals and procedures; collects and compiles relevant data supporting recommendations. Develops and administers program budgets. Conducts special studies and works on projects concerning City or departmental procedure or policies, programs and grants. Reviews and analyzes recent and pending legislation affecting departmental programs. Develops and disseminates employee and/or public information regarding assigned programs. Acts as City representative and liaison at meetings and conferences with public agencies and community groups as assigned. Functionally supervises lower-level staff and/or volunteers as assigned. Monitors progress and evaluates work measurements of various city programs pertaining to area of responsibility.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, use new technologies and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment; physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing in front of an audience for long periods of time; bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally, work conditions involve directing activities of volunteers in an outdoor environment, in all weather conditions. May work extended hours and weekends on occasion.

**QUALIFICATIONS**

**Knowledge of:** Principles and practices of public administration; principles of local government organization and administration; principles and practices of training methods and concepts; principles and practices of budgeting analysis; research methods and techniques and methods of report presentation. Federal, State, and local laws and regulations applicable to assigned programs.

**CITY OF SALINAS  
ADMINISTRATIVE ANALYST I (continued)**

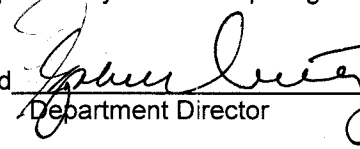
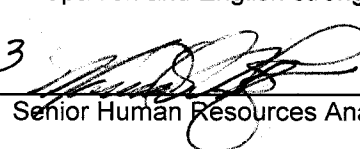
**Ability to:** learn, interpret, and implement applicable Federal, state and local laws and regulations relative to program areas of responsibility; communicate clearly, concisely and effectively, both orally and in writing; make presentations to elected officials, the public, city executives, businesses, and other agencies; establish and maintain effective working relationships with the City Council, staff, and business community and other government agencies, and with the general public; identify issues, options and projected outcomes and make recommendations; work cooperatively and tactfully with others; prepare and present written and oral reports.

**License or Certificate:**

Possession of a valid California (Class C) Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required would be any combination equivalent to graduation from an accredited four-year college with a degree in Public Administration, Business Administration, Information & Library Science, or a closely related field; and two (2) years experience performing administrative analytical duties involving program coordination in one of the following areas: community relations, law enforcement, public health, human services, recreation, or community welfare, preferably in a municipal agency. Bilingual in Spanish and English strongly desired.

Reviewed  3/28/13 Approved   
Department Director Senior Human Resources Analyst

Approval Date 3/28/13

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