



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### ADMINISTRATIVE ANALYST

A Classified Professional Position

Grade 195S – Salary Schedule 40

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#### A. General Statement

This is professional work at the action level involved in research and the coordination of a wide variety of complex analytical projects and assignments for a college or central District service area. Under direction, the employee researches, evaluates, analyzes, formats and prepares data for monitoring and reporting, and makes recommendations for the initiation, modification and implementation of a variety of institutional programs and services. Public contact is extensive and involves staff at various levels within the organization, legal counsel, other educational institutions, governmental, funding and compliance agencies, students and the general public, for the purpose of exchanging technical, public relations and other information. A high degree of independent judgment and creativity is required to select and analyze data in order to draw conclusions, make original recommendations, write reports and to resolve a variety of minor and potentially major problems that occur. Consequences of errors in judgment can be costly in employee time, public relations and/or institution funding; however, administrative controls limit the risk of serious consequences. An Administrative Analyst can direct the work of paraprofessional, clerical and other staff as assigned.

#### B. Examples of Essential Functions

##### An Administrative Analyst

1. exchanges information with management and other staff, legal counsel, brokers, vendors, contractors, outside agencies, educational and other institutions, businesses and community organizations and the general public, pertaining to such areas as: institutional research, research projects, data collection and timelines, consultation strategies, trend studies, surveys, cost estimates, budgets, collective bargaining language and interpretation, grievance processing, initiation and renewal of contracts, recruitment, community outreach, industry partnerships, statistical and financial reporting, governmental and other agency compliance regulations, organizational development issues, finance and other audits, liability programs, claims administration, grant and other categorical funding resources and related materials; drives a motor vehicle to visit off-site locations for meetings, conferences, workshops and other activities; represents staff at meetings, as assigned;
2. conceptualizes, researches, analyzes, studies, surveys, compiles and communicates legal, contractual, financial, statistical, and other data for the completion of special and regular reports, surveys, presentations, collective bargaining activities, grievances, and other matters; researches, plans, writes, submits, evaluates and manages applications for outside funding, including grants and other categorical funding sources; tracks and monitors funding requirements, reviews and timelines of various grant applications and other requested funding;

3. uses a variety of spreadsheet, research and other software to analyze complex statistical, financial, demographic and other data in order to draw conclusions, develop proposals and to test probabilities; sets up and maintains databases and other online resources of data; provides input into the development and modification of online data formats and record keeping; provides special and regular reports on data collected; statistically-validates a variety of survey tool and other research instruments and research data; makes recommendations for communication and use of research results;
4. monitors educational, demographic, financial and other research studies, and disseminates relevant findings to college and district personnel; provides consultation, support and/or technical assistance on specific research projects for divisions, departments and individual staff; makes presentations to small and large groups regarding research findings, strategies for implementation of research findings, and future planning activities;
5. sets up and maintains an online and manual resource library of historical and current materials related to agency compliance regulations, demographics, collective bargaining and grievance issues, legal decisions, funding resources and grant requirements, fiscal and budgetary data, market and industry trends
6. composes correspondence, grant and other funding applications, recruitment and other outreach tools, compliance reports, collective bargaining language, insurance and liability claim responses, draft responses to grievances and other materials;
7. trains, supervises and evaluates the work of staff; schedules, coordinates and monitors the work of other, outside staff on special projects as assigned;
8. coordinates Districtwide and other insurance program compliance, including property, liability, student malpractice, athletic coverage and other programs as assigned.

### **C. Non-essential Functions**

1. Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

1. Knowledge of complex research and reporting methodologies, including development and statistical validation of research instruments.  
*\*College courses; work experience.*
2. Knowledge of grant and categorical funding resources available to institutions of higher education.  
*\*Job experience; special courses.*
3. Skill in conceptualizing, designing, developing, evaluating and monitoring research projects and reporting strategies.  
*\*College courses; job experience.*
4. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct research and report findings.  
*\*College courses; special courses; job experience.*
5. Skill in planning, organizing, coordinating and evaluating the collective work of research teams comprised of individuals from consultation groups, technical resources and planners from various constituencies and levels within an organization.  
*\*Job experience; college courses.*

6. Skill in training, directing and evaluating the work of others.  
*\*Special courses; job experience.*
7. Skill in oral and written communication, including public and persuasive speaking.  
*\*College courses; special courses; job experience.*
8. Ability to communicate respectfully with people at various levels in organizations who are of diverse cultures, language groups and abilities.  
*\*Job experience; life experience.*
9. Ability to strategically-plan, organize, prioritize and implement multiple-tasked projects with similar timelines and anticipated outcomes.  
*\*College courses; job experience.*

#### **D. Physical/Other Requirements**

This classification requires conceptualization, multi-level tasking; strategic planning; attention to detail and organization of data; visual comparison and acuity; complex data analysis for creation of conclusions; active listening; individual to large-group communication; persuasive communication; good memory; tact, patience, flexibility; and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions.

#### **E. Education and Experience**

This position requires a combination of education and experience equivalent to a Bachelor's degree in business administration, social science, political science, or a closely related field; and successful work experience of increasing responsibility that has included implementation of complex research methodologies and data collection, format and presentation planning and design; data validation; use of a database and a variety of computer software such as spreadsheets, research, presentation and other software to compose and design reports, trend studies and other documentation; training, directing and coordinating the work of others; extensive public contact with people at various levels within an organization who are diverse in their cultures, language groups and abilities; and demonstrated skills in effective oral and written communication, including public speaking and persuasive communication. A valid California Driver's License and the ability to drive a motor vehicle to off-site locations are required.

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