



ADMINISTRATIVE ANALYST

DEFINITION

Under supervision of the City Administrator, to perform difficult and complex technical staff support, involving the use of independent judgement, in a variety of areas related to fiscal, personnel (including workers' compensation) administration, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to perform work which requires the application of technical knowledge, procedures and standard practices related to personnel, payroll, accounts payable/cash receipts, workers' compensation, and other related areas.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- ▶ Initiate recruitment process; prepare media advertisements and vacancy announcements; notify applicants at all stages of the selection procedure and respond to inquiries from applicants; systematically review eligibility lists and extend as appropriate; develop and maintain list of classifications suitable for continuous eligibility lists; coordinate oral interview boards in conjunction with Management.
- ▶ Prepare and process personnel action documents relating to hiring, salary adjustments, retirement (PERS); coordinate medical examinations and start dates; provide in-service information to employees relative to in-processing and out-processing.
- ▶ Prepare a variety of related statistical reports and summaries as requested.
- ▶ Prepare and maintain workers' compensation injury reports and records; process claims and related actions; coordinate with departments, service providers and third-party administrator(s).
- ▶ Process payroll for employees (including taxes and PERS reports); understand cash receipts and cash disbursements, general ledger, and budget; maintain all payroll reports/records, including month-end, quarter-end and year-end processes; perform account analysis and bank reconciliations; prepare purchase orders.
- ▶ Knowledgeable in Federal, State, County and City laws, rules and regulations for the proper maintenance and reporting of payroll, personnel and workers' compensation.
- ▶ Provide routine information to department heads, employees and the general public regarding wages, benefits, personnel procedures and promotional opportunities.
- ▶ Keep and update procedure manuals on personnel, payroll, and workers' compensation.
- ▶ Maintain employee performance evaluation notification system; maintain a variety of personnel files and records; prepare a variety of statistical reports and summaries as

- requested; compose routine correspondence and reports, recruitment announcements, and other documents related to personnel actions.
- ▶ Support the employee relations meet and confer process by researching and compiling requested technical information.
 - ▶ Serve as Deputy City Clerk in the City Clerk/Treasurer's absence.

QUALIFICATIONS

Knowledge of:

Principles and practices of personnel administration; rules and laws governing personnel administration; principles of testing and test development; basic procedures and techniques of classification and salary administrations; workers' compensation reporting procedures and practices as required by the California Labor Code; complex clerical accounting; payroll/vendor billing; modern office procedures; computer hardware and software; report preparation; English usage, spelling, grammar and punctuation; mathematical and statistical principles.

Ability to:

Plan, organize and implement recruitment plans and selection processes; provide accurate information relative to personnel matters to employees, department heads, the general public and other public agencies; independently facilitate payroll/vendor billing, accounting record keeping methods and practices; prepare routine narrative and statistical reports; maintain accurate records; research regulations, procedures and or technical reference materials; maintain confidentiality of information; comply with laws, regulations and procedures governing personnel and accounting program services and operations including workers' compensation; organize and prioritize work; operate adding and calculating machines and a computer terminal; communicate clearly both orally and in writing; prepare complete, clear and concise reports; follow verbal and written instructions; establish and maintain cooperative working relationships with those contacted in the course of work.

Education/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be: **Experience** - Sufficient experience performing similar duties to demonstrate possession of the required knowledge and abilities; **Education** - Completion of high school, supplemented by courses in personnel, finance, or public administration, business and statistics.