



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR ADMINISTRATIVE ANALYST

Group-Section: Various	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 49 Job Code #: YC04
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JOB SUMMARY

This is the advanced journey level performing Senior Administrative Analyst job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

Technical Specialist: Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

Project Manager: Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Performs complex analytical duties for a variety of areas. Analyzes and makes recommendations for the solution of budgetary, procedural and general administrative and program needs; may coordinate and lead the work of assigned staff.
2. Analyzes and reviews work plan for assigned projects; determines work flow needs; establishes work schedule for completion; evaluates work products, methods and procedures; meets with staff to identify and resolve problems as appropriate.
3. Identifies, develops, and implements information systems changes in response to management and administration system problems, and in support of major computer system change; and develops system requirements with technical consultants.
4. Assists in the preparation and administration of engineering capital improvement programs, which includes the development and monitoring of budget recommendations. Consolidates master program schedules and annual budgets; coordinates revisions to programs; prepares technical reports and graphs on operations.
5. Coordinates public information functions; develops speeches, outlines and visual aids; conducts meetings for public information liaisons; develops marketing strategies for member participation.
6. Administers assigned contracts; negotiates and prepares complex agreements with external organizations and vendors; monitors work progress and ensures adherence to project schedules and budgets.
7. Conducts water utilization analyses; collects, monitors and analyzes water utilization data for billing purposes; records data and inputs into computer system; calculates charges; develops and monitors spreadsheets for analyzing the history of water use.
8. Analyzes and identifies opportunities for improving purchasing services; develops and implements just-in-time procurement programs; conducts program assessments to determine feasibility of proposed projects; ensures cost savings, efficiency, productivity and program compliance in accordance with established guidelines.
9. Oversees and participates in the development and administration of an assigned annual budget; monitors and analyzes expenditures; monitors various project budgets; establishes tracking systems to ensure the most efficient use of resources.
10. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
11. Prepares complex bids and request for proposals; prepares, negotiates and administers complex agreements with outside agencies and organizations.
12. Oversees and coordinates emergency preparedness and response program; participates in the recruitment, selection and training of emergency preparedness personnel.
13. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.

Job Title: Senior Administrative Analyst

Job Code: YC04

Adopted: 10/27/08

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14. Identifies opportunities for improving processes to optimize efficiency.
15. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in a related field and six years of relevant experience; or three years as a MWD Analyst III level in the related field (effective through June 2015).

Required Knowledge of: Principles, procedures, and practices of business management and analysis; program development and administration; budget preparation, analysis, and forecasting and control; financial record keeping and reporting; business letter writing and basic report preparation; methods and techniques used to analyze business processes and recommend solutions for existing problems, to collect and analyze data and prepare reports based on findings, to create and utilize financial tracking systems; contract administration; operational characteristics of information systems and their relation to business analysis; current office procedures, methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

Required Skills and Abilities to: Identify, analyze and make recommendations for the solution of budgetary, procedural and general management problems and implement modifications to existing programs, systems, and procedures based on needs within assigned area; prepare a variety of clear and concise administrative, financial, statistical, and analytical reports; monitor various project budgets and establish financial tracking systems; research, analyze, and evaluate new service delivery methods and techniques; analyze and review the work plan for assigned projects and determine work flow needs; administer and monitor assigned contracts; operate office equipment including computers and supporting word processing applications; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Certificates, Licenses and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Desirable Qualifications

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.