



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL ADMINISTRATIVE ANALYST

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 55 Job #: YA06
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JOB SUMMARY

This is the specialized advanced journey level position performing Principal Administrative Analyst job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. The decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or priorities.

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. Leads workgroups to identify and define management and user requirements; develops and recommends policies, procedures, systems, resource allocations, and organizational structures. Negotiates and implements recommendations.
2. Conducts and documents enterprise wide process improvement studies using industry accepted methodologies. Recommends and may implement cost reduction options, productivity measures, modifications to enterprise wide programs, policies, and procedures. Develops post implementation review processes to assess results.

3. Authors and presents position papers, research reports, comprehensive technical financial information, strategies, and policy recommendations for executive management, the Board of Directors, government and financial institutions, investors, and the general public.
4. Acts as Project Manager; plans and coordinates projects within area of responsibility, including developing scope, methodology, quality control measures, budget and schedule.
5. Acts as lead on financial matters with external entities to develop strategic visions, plans, and areas of policy improvement to develop and/or protect Metropolitan's interests.
6. Directs lower level staff in developing scopes of work, specifications, schedules, budgets, complex solicitations, contracts, negotiating terms, conditions, and cost for a range of capital and enterprise-wide projects; and independently resolves complex contractual issues.
7. Analyzes financial, accounting, and other statistical data to forecast water usage, rates, revenues, debt service, energy generation and use, and other measures of business.
8. Acts as the procurement contract administrator resolving contractual disagreements, disputes, and nonperformance problems throughout Metropolitan; develops and implements communication plans and training; monitors and identifies contract delinquencies or performance problems and implements methods for resolution; and initiates appropriate contractual remedies.
9. Serves as liaison and represents Metropolitan as an expert in a technical field or policy discipline with other Metropolitan staff, outside agencies, and the general public.
10. Assesses the impact of pending legislative and regulatory proposals based on technical feedback and consultation with other agencies, develops alternative language, and recommends appropriate response and action.
11. Plans, organizes, prepares and monitors budget for a major organizational group; participates with management in developing strategies for the use of resources, defining priorities and long-range goals; identifies cost reduction options and productivity measures; documents and justifies budget recommendations; evaluates budgetary impact of staffing and organizational changes; and establishes review processes to ensure the efficient use of resources.
12. Performs other related Administrative Analyst 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 eight years of relevant experience; or Master's degree from an accredited college or university in a related field, and six years of relevant experience; or two years in a MWD Senior Analyst classification.

Required Knowledge of: Principles, procedures, and practices of business management and analysis; project management; budgeting or finance; financial tracking systems; contract administration; business process modeling methods and techniques; pertinent laws, codes and regulations; and current office technology and equipment.

Job Title: Principal Administrative Analyst

Job Code: YA06

Adopted: 03/11/13

Revised:

Supercedes:

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Required Skills and Abilities to: Identify, analyze, recommend, and resolve complex financial, procedural, organizational, operational, management, or policy issues including implementing new and modifying existing programs, systems, policies, or procedures; perform project management functions; prepare a variety of clear and concise reports; develop and administer complex contracts; negotiate complex issues with a variety of stakeholders; manage large, complex budgets and utilize financial tracking systems; use applicable software applications; prepare & deliver presentations; interpret and apply policies, laws and regulations; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

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

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND 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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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.