



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ADMINISTRATIVE ANALYST

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 44 <b>Job #:</b> YA04
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### JOB SUMMARY

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

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Supervision Given:** May act as a lead. May coordinate and review 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. Conducts research and analyses in a variety of areas; prepares written reports, presents findings and recommendations, and makes presentations.
2. Analyzes, prepares, and develops solicitations, contracts, and specifications.
3. Monitors project plans, tasks, work breakdown structures, cost estimates, budgets, schedule performance, deliverables, and resources.
4. Prepares assigned budget, monitors expenditures, documents and reports on variances, and prepares a variety of budget, financial, cash flow, and cost benefit analyses and reports.
5. Develops or enhances tools used in rate and financial analyses and budget management.
6. Performs construction bid and monitoring processes such as opening bids, reviewing documents, preparing notices of award, and generating reports.
7. May participate on a project team.

8. 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 four years relevant experience; or Master's degree from an accredited college or university in a related field and two years relevant experience; or four years as a MWD Administrative Assistant III.

**Required Knowledge of:** Principles, procedures, and practices of business management and analysis; budgeting and finance; financial tracking systems; contract development and administration; applicable federal, state and local laws, codes, and regulations; and current office technology and equipment.

**Required Skills and Abilities to:** Analyze budgetary, financial, procedural, and organizational issues; provide project management support; research, gather and compile data; prepare correspondence, documents, presentations and reports; develop and administer contracts; monitor budgets and utilize financial tracking systems; use applicable software applications; organize and prioritize work; train; 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; 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.

Job Title: Administrative Analyst

Job Code: YA04

Adopted: 03/11/13

Effective: 06/30/19

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Supersedes: 03/11/13

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**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.