



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL ADMINISTRATIVE ANALYST

Group-Section: Various	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 56 Job Code #: YC05
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JOB SUMMARY

This is the specialized advanced journey level 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. 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.

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 Expert within a defined area of specialty; or 2) A Project Manager for projects involving the highest level of technical complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

Technical Expert: Acts as a technical expert for a major functional area or specialized field. May represent Metropolitan as expert in a technical field or functional discipline; develop comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise; and provide final approval of work within their technical expertise or functional specialty. Positions within this career path are the highest-level technical experts.

Project Manager: Acts as a lead and is responsible for project management of projects involving the highest level of technical complexity, political sensitivity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, are of high visibility to Metropolitan in the area of its core business or strategic initiatives, and negotiates policy aspects of programs or agreements with outside entities. Employees, generally have broad authority within established parameters to make major project decisions.

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. May lead staff responsible for providing analytical and administrative support; such services include the development of information systems, budget analysis, contract administration and/or organization-wide program administration.
2. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
3. May serve as a project lead over a team responsible for developing and configuring management plans supporting the development of complex programs; defines and recommends processes for various technical environments.
4. Plans, develops, prepares, monitors and analyzes budget objectives against organizational goals; develops and identifies cost reduction options and productivity measures; establishes review processes to ensure the most efficient use of resources.
5. Administers assigned contracts; negotiates and prepares complex agreements with external organizations and vendors; monitors work progress and ensures adherence to project schedules and budgets.
6. Oversees bid opening processes; directs the evaluation and analysis of bids received; determines reliability of bidder and assist in awarding contracts.
7. 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.
8. Conducts a variety of organizational and operational studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate; prepares analytical and statistical reports on operations and activities.
9. Monitors and evaluates various programs to ensure program compliance with applicable rules, regulations and laws. Participates in the development and implementation of new program designs; conducts research and investigations to monitor and assess program effectiveness as appropriate and necessary.
10. Provides a wide array of analytical and administrative support to assigned division and supporting programs including, but not limited to, business process assessment, debt issuance, financial planning, and financial reporting.
11. Serves as liaison for assigned area with other Metropolitan divisions and outside agencies; provides information and assists in implementing program activities; negotiates and resolves sensitive and controversial issues.

12. Attends and participates in professional group meetings; represents the assigned area to other divisions as well as outside agencies and firms.
13. 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 eight years of relevant experience; or four years as a MWD Senior Analyst level in the related field (effective through June 2015).

Required Knowledge of: Most complex principles, procedures, and practices of business management and analysis; program development and administration; budget preparation, forecasting, and control; financial record keeping and reporting; business letter writing and complex report preparation; most complex methods and techniques used to analyze business processes, and recommending solutions for existing problems; collecting and analyzing data, and preparing reports based on findings; creating and utilizing financial tracking systems; contract administration; pertinent federal, state and local laws, codes, and regulations; strong knowledge of technical area encompassed by project; current office procedures, methods, and equipment including multi-line phones, copiers, facsimile machines, and computers.

Required Skills and Abilities to: Lead, organize and review the work of lower level professional and support staff; monitor and evaluate activities within assigned area to ensure organizational and operational effectiveness; identify, analyze and resolve complex budgetary, procedural, and organizational, operational and administrative 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; 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.

Job Title: Principal Administrative Analyst

Job Code: YC05

Adopted: 10/27/08

Revised: 01/2010

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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.