



## Assistant Analyst

### ***Purpose of the role:***

Under general supervision, performs a variety of general professional, routine analytical, technical, programmatic, and administrative duties in support of various administrative and programmatic operations and activities and in providing responsible staff support to a City department, office, and/or program area; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

### ***Distinguishing Characteristics:***

This is the entry-level class in the professional Analyst series. Initially under closer supervision, incumbents at this level perform the more routine administrative and programmatic support and analysis duties while learning City policies, procedures, and specific techniques related to area of assignment and management analysis. As experience is gained, assignments gradually become more diversified and; incumbents work with greater independence. Job assignments are in specific departments and/or programs, where incumbents are expected to assist the department head, senior management staff, and/or higher-level analysts with program, operational, and administrative functions.

***The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.***

### ***Essential Duties and Responsibilities:***

- Conducts administrative and/or management studies relating to the activities and operation of the assigned department, office, or program area; conducts the more routine surveys, research, and statistical analysis on administrative, fiscal, and operational issues.
- Provides staff assistance to management staff; participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Participates in planning, coordinating, implementing, promoting, and overseeing assigned programs, projects, and initiatives; participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; participates in the development and implementation of strategies for the achievement of these goals.
- Participates in the identification, planning, development, and implementation of new and/or modified programs that would promote and enhance the mission, goals, and objectives of the City; performs the necessary research and analysis to justify the

appropriateness of implementing the proposed program/project; prepares presentation materials and background documentation; participates in monitoring project success using appropriate tracking and feedback systems.

- Assists in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensures work is performed in compliance with contracts and agreements.
- Coordinates assigned services and program/project activities with those of other City programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment; participates in representing the assigned area to public and private groups, organizations, and other City groups; provides information and assistance as appropriate.
- Assist with the budget development process and budget monitoring activities; provides assistance in the development of assigned budget; collects and analyzes financial data; reviews and analyzes budget requests and budget changes; makes recommendations and obtains final approval for changes; creates data tracking and reporting systems; monitors monthly status.
- Participates in the design, production, and distribution of a variety of promotional, marketing, outreach, and informational materials, communications, and presentations for assigned programs, services, resources, events, and activities; as assigned, creates press releases and serves as press contact for assigned programs.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.
- Performs related duties as required.

**Depending on area of assignment, duties may also include:**

- Plans, develops, and creates graphic materials including flyers, brochures, newsletters, visual displays, signs, newspaper ads, forms, logos, charts, overlays, maps, and other printed/graphic materials; coordinates the reproduction and distribution of printed/graphic materials.
- Develops and implements marketing and advertising campaigns; coordinates, schedules, bids, designs, and oversees the reproduction and distribution of a variety of promotional and informational materials including programs, brochures, advertisements, fliers, posters, logos, invitations, annual reports, signage, and related materials; develops and designs a wide variety of printed and web based materials in support of events and operations.
- Participates in coordinating special presentations and special events; prepares commendations, proclamations and certificates for

Mayor/City Council presentations; coordinates activities at meetings; coordinates special City events including groundbreakings, grand openings, and related events.

- Participates in public and media relations activities; drafts and assists others in drafting press releases, public service announcements, and public information materials; drafts speeches for assigned staff; organizes press conferences; coordinates the use of City booth at community events.
- Provides administrative and technical support in the area of public information; maintains photograph and slide files; takes photographs and arranges for development of prints or slides for use in City publications.
- Participates in fundraising activities for assigned projects and/or programs; develops and oversees the maintenance of fundraising resource files.
- Coordinates a wide variety of activities and events in support of the City's Resource Management unit; participates in the development, promotion, implementation, and coordination of resource management, waste reduction and recycling programs including household and small business hazardous waste collection programs as well as used oil collection center programs; participates in components of the City's solid waste program to implement and assure compliance with regional source reduction and recycling elements; participates in the management and implementation of related program, services, and activities including commercial recycling permit program, residential trash service waiver, in-house recycling program; and WasteWatch awards; participates in the management of private refuse hauler contracts.
- Plans, organizes, and manages volunteer programs for area of assignment including activities related to the recruitment, interviewing, training, and retention of volunteers; plans, directs and coordinates the work of volunteers; organizes, and implements volunteer appreciation and recognition events as well as fundraising and community outreach events; develops and implements new volunteer programs; prepares and administers volunteer handbook, training manuals, policies, and procedures as needed; compiles statistics and keeps records of the volunteer program.
- Participates in the conduct of elections for City offices and issues; prepares and coordinates candidate elections manual and supplemental material; presents information to candidates; creates, coordinates, and disseminates Election Resolutions, public hearing notices, notices regarding political sign posting, and related materials; maintains communications between the City and candidates; serves as liaison with county and state election and FPPC officials.
- Participates in the coordination of Fair Political Practices Commission activities; serves as contact for FPPC with elected and appointed officials, designated employees, and committee members; coordinates Campaign Disclosures for elected officials and candidates; conducts annual Conflict of Interests filings; provides

information in response to inquiries.

- Participates in the development of grant applications; researches, writes, and submits grant proposals; administers grants received.
- Maintains assigned web-site; reviews information for accuracy; posts and updates information.
- Coordinates emergency preparedness activities for assigned areas; participates in drafting emergency management plans; completes necessary documentation for federal reimbursement.
- Participates in the development and monitoring of assigned contracts and agreements; coordinates and participates in the preparation of professional service agreements, contracts, sole source requests, bid packages, and specifications; may participate in ensuring work is performed in compliance with contracts and agreements.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Organization and operation of municipal government.
- Municipal government functions specifically related to project assignments.
- Operational characteristics, services, and activities of assigned program.
- Basic principles and practices of program development and administration.
- Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Basic techniques and formulae for administrative, financial and comparative analyses.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Terminology used in area of assignment.
- Basic principles and practices of budget preparation and administration and grant application and administration principles and practices.
- Finance and accounting systems.
- Principles of business letter writing.
- Federal, state, and local government organizations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of lead supervision and training, which may be applied to the supervision of volunteers.
- Modern office procedures, methods, and equipment including computers and various software packages, which may include desktop publishing applications in the preparation of printed and graphic materials.
- Methods and techniques used in customer service, public relations, and program promotion and public relations.
- English usage, spelling, grammar, and punctuation.

***Desired  
Minimum  
Qualifications:***

Ability to:

- Participate in planning, organizing, directing, coordinating, and evaluating assigned programs, projects, events, or technical area.
- Perform professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Participate in the development and administration of program goals, objectives and procedures.
- Collect, evaluate and interpret varied information and data.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Learn to read and interpret plans and specifications.
- Prepare clear and concise technical, administrative and financial reports.
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Properly interpret and make recommendations in accordance with laws, regulations and policies.
- Principles, practices, and trends used in public information and education programs.
- Identify and respond to community and organizational issues, concerns, and needs.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Plan, schedule, and review the work and performance of volunteers and subordinates in a manner conducive to proficient performance and high morale may be required for some positions.
- Participate in the preparation and administration of budgets.
- Operate and use modern office equipment including a computer and various software packages.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment.

**Experience:**

**Education and  
Experience  
Guidelines:**

Two years of responsible administrative and/or programmatic support experience. One year of research, administrative support or analytical experience, preferably in public administration, is desirable.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

*The conditions herein are representative of those that must be met 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 job functions.*

**Physical and  
Environmental  
Conditions:**

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; interact with officials and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/5/03

Date Revised: