

ADMINISTRATIVE ANALYST I

07130

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This is beginning level work involving responsibility to analyze and devise solutions to administrative and managerial problems. Under the general supervision of an Administrative Analyst II or an agency administrator, an employee in this class conducts assigned studies of management concerns such as plans and procedures for new or changing programs, organizational structures, work methods and procedures, program or policy evaluation, information system and internal control systems in order to analyze, evaluate and develop specific recommendations to management for improved operational and program efficiency and effectiveness. Depending on the nature, requirements and objectives of the study, the analyst utilizes appropriate techniques such as task analysis, cost-benefit analysis, work distribution and workflow charting, statistical work measurements, representative questionnaire sampling, system and organizational analysis, review of pertinent reports, and the conduct of on-site audits and interviews. Supervision may be exercised over paraprofessional, or clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES

Conducts assigned management and organization studies and surveys to develop appropriate recommendations for management improvements, i.e., reviews written and oral instructions on assigned study to ascertain the nature of the problem, the objective of the project and other pertinent details. Gathers additional background information on the project through a review of related reports and documents and interviews with program staff.

Confers with the electronic data processing (EDP) representatives to ascertain possible benefits of utilizing EDP systems to gather necessary data for study, or improve the efficiency and effectiveness of a given program.

Develops work plan, outlining the purpose and scope of study, plan of action, study techniques to be used, and tentative schedules. Consults with supervisor for input on possible modifications.

Collects pertinent data through various means such as interviews, conferences, questionnaires, reports and on-site observations.

Evaluates alternative courses of action and ensuing consequences.

Prepares periodic factual written reports to inform supervisor of status of project to make recommendations, and to elicit guidance on changes in approach when warranted.

Analyzes data pertaining to the problem to be solved in order to develop appropriate findings.

Prepares pertinent analyses when appropriate, such as cost/benefit analysis, system alternatives analysis or alternative problem solutions analysis.

Develops recommendations based on findings, inclusive of revised operating procedures, consolidation of functions, reorganizations, and so on.

Drafts reports of study, including findings and recommendations along with supporting charts and documents, for review by supervisor.

May make an oral presentation to agency officials and other concerned parties to describe the study findings, the benefits to be obtained from the revised system and to answer questions concerning the project and its implementation to ensure all concerned have an accurate and uniform understanding and to foster their cooperation and support.

As assigned, may review, design and control organizational forms, i.e., periodically reviews existing organizational forms for possible obsolete or duplicates forms.

As necessitated by programs or procedural changes, designs new or revised forms in consultation with affected program staff.

Assigns appropriate control numbers to forms.

Determines whether specific forms are to be printed internally or purchased from outside vendors.

Establishes inventory levels and minimum balances of stocked forms.

As assigned, may review and update organizational policy, administrative and procedural manuals, i.e., periodically reviews assigned manuals to determine need for revision.

Confers with appropriate organizational administrative or program representatives to determine priority items for revision.

Obtains draft of proposed revision from office of primary interest, or assist in the development of revision and the preparation of the draft as appropriate.

Clears proposed revision with affected organizational components. Coordinates comments with office of primary interest and assists in resolution of substantive matters.

Reviews completed draft for impact on related items and for conformance with appropriate format and language. Notes need for review of impacted items and initiates appropriate updating action.

Forwards draft with background information and recommendations to supervisory staff for further review, as appropriate.

Upon final clearance of revision, arranges for reproduction and distribution to authorized recipients.

May coordinate the efforts of subordinate employees in compiling portions of specific studies, surveys,

projects and special documentation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of effective organization and management principles and practices

Working knowledge of the techniques and methods used in administrative analysis.

Working knowledge of the organizational structure, goals and objectives of the agency, as well as specific programs and operations.

Working knowledge of pertinent laws, rules, regulations and procedures governing the operation of the agency and of specific programs.

Working knowledge of computer terminology and EDP equipment capabilities and limitations.

Ability to conduct interviews and to establish and maintain effective relationships with staff and program officials.

Ability to gather and organize pertinent data.

Ability to effectively utilize the techniques of administrative analysis.

Ability to recognize implications and applications of organizational and management principles in the analysis of problem areas.

Ability to identify, recognize and develop solutions to management and organizational problems.

Ability to prepare detailed written reports and procedures.

Ability to support recommendations both orally and in writing to supervisory and affected program staff.

Ability to explore possible application of EDP capabilities to a specific program need.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree; or,

B Four (4) years of paraprofessional or professional level work experience, or its part time equivalent; or,

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

2/08 Revised