



ADMINISTRATIVE ANALYST

Department: District Court; Finance
Job Class #: 111500
Pay Range: Professional 08

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is professional work for the performing analytical reviews of various departmental operations and procedures, including evaluation of compliance with all applicable laws and regulations. An employee in this class must use initiative to independently complete a variety of projects. The work is performed under general supervision with assistance or guidance provided only on difficult or sensitive administrative matters. Performance is reviewed by a senior analyst or another administrative superior.

ESSENTIAL FUNCTIONS

Reviews operations and procedures of various departments in an effort to improve cost effectiveness.

Meets with County employees and directors to determine procedures being utilized, efficiency of such procedures and possible improvements.

Analyzes tasks and procedures to determine which may be improved or where duplication of effort exists; coordinates with department directors and employees to determine alternatives for improvements.

Makes recommendations for improvements in processes and procedures; assists in coordinating the implementation of solutions.

Analyzes problems which may develop within County departments to determine methods of resolution such as modifying procedures, adding resources or developing automated systems.

Prepares written reports which describe difficulties or circumstances faced by the operating officers involved and summarizes recommendations.

Prepares regular and special reports.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of budget/cost analytical techniques, economic principles, budgeting and management concepts.

Knowledge of the principles of public administration.

Basic knowledge of accounting.

Ability to examine and evaluate data presented in a variety of formats, and to recognize unusual circumstances affecting such data.

Ability to understand and follow moderately complex oral and written instructions.

Ability to learn, apply and interpret a variety of state, federal and local laws and regulations as related to the program, function or activity being reviewed.

Ability to communicate effectively and to establish and maintain effective working relationships with other employees and the public.

Ability to review written and oral information in order to determine operational effectiveness and make logical recommendations for improvements.

Ability to operate a personal computer, including the use of spreadsheets and word processing applications.

Ability to meet the travel requirements of the position.

Ability to physically perform the essential job functions.

RECRUITING REQUIREMENTS

Graduation from a four-year college or university with major course work in accounting, business and/or public administration or related field and two or more years of related experience. Additional education or experience may substitute equally for the general recruiting requirements.