

ADMINISTRATIVE ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves aiding the Commissioner of Social Services in a staff capacity by coordinating agency activities. The incumbent is assigned responsibility for a variety of special projects but devotes a significant amount of time to continuing staff development duties. The position is unique in that the incumbent is responsible for representing the department in the community and in inter-agency affairs. The work is performed under the general supervision of the Commissioner of Social Services with considerable leeway permitted for the exercise of independent judgement in developing effective means to accomplish program objectives. Supervision may be exercised over subordinate employees. An Administrative Analyst does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares and submits a staff development training plan for the agency;
- Conducts studies to identify continuing training and educational needs of the agency;
- Maintains employee training records and training program material such as films and books;
- Studies management methods in order to improve workflow or simplify reporting procedures;
- Analyses changing or new program requirements in order to develop efficient systems to effectuate agency services;
- Attends conferences and meetings as representative of the department in order to stay abreast of evolving program requirements and methods of administration;
- Assists in public information and education efforts including preparation of news releases and establishing contacts with media;
- Reviews and answers correspondence;
- Prepares reports and plans including conclusions and recommendations for the solution of administrative problems;
- May issue and interpret operating policies as directed by the Commissioner;
- May conduct portions of a formalized employee training program;
- May assist in preparation of budget needs and annual reports of the organization.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of conducting a staff development program; good knowledge of business administration procedures; working knowledge of concepts and methods used in development and maintenance of information processing systems; ability to acquire a working knowledge of the principles and practices of social casework and public welfare administration; ability to readily acquire familiarity with laws, regulations, policies, and programs; ability to plan and coordinate the work of others; ability to identify priorities; ability to establish and maintain effective working relationships; ability to express oneself effectively both orally and in writing; skill in collecting, organizing, analyzing, and interpreting data related to social service programs and problems; skill in human and public relations; good judgement; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one year of responsible administrative, managerial, supervisory, or teaching experience (Experience in trades and crafts, or in sales work, laboratory testing, drafting, operation of machines, or clerical work is *not* qualifying.);

OR

B.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one year of experience in the planning, development, and supervision of in-service training programs;

OR

C.) Five years of experience as described in (A) and/or (B) above;

OR

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

NOTE: College study may be substituted for the experience requirement in (C) above on a year-for-year basis with thirty semester credit hours considered equivalent to one year of experience. Training beyond the Bachelor's Degree level cannot be substituted for the experience requirement above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 5/13/80

adminanl