

## ADMINISTRATIVE ANALYST 1-4

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible professional analytic work primarily in the areas of economic, financial and policy analysis, and in the development and administration of City agency budgets within the City's Finance Department. Work is performed independently within applicable policy and procedural guidelines under the supervision of the Budget and Audit Manager.

This series is structured to provide advancement from Administrative Analyst 1 to Administrative Analyst 2, as a function of the employee's career development and generally occurs after two years of starting employment as an Administrative Analyst 1. Progression to an Administrative Analyst 3 or 4 is not automatic, but rather is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department.

#### *Administrative Analyst 1*

This is the entry-level of the professional Administrative Analyst series. Work is initially performed in conjunction with an experienced analyst or within well-defined parameters, with increasing independence once applicable policies and procedures are learned. Employees would normally be assigned analytic activities of relatively limited scope (e.g., in support of smaller agencies with less complex budgets), and/or analytic study recommendations would be reviewed closely for applicability. Work is performed under the close to limited supervision of the Budget and Audit Manager and/or the leadership of a designated senior staff member.

#### *Administrative Analyst 2*

This is the objective-level of the professional Administrative Analyst series. Work is performed independently within applicable policy and procedural guidelines. Employees are assigned varied and responsible analytic activities and prepare substantive study recommendations for policy body consideration. Work is performed under the general supervision of the Budget and Audit Manager.

#### *Administrative Analyst 3*

This is the journey-level of the professional Administrative Analyst series. Work is performed with a high degree of independence within applicable policy and procedural guidelines and may involve self-initiated work consistent with the needs of the organization. Employees are assigned varied and responsible analytic activities and prepare substantive study recommendations for policy body consideration. Work may

include providing leadership, advice, and consultation, on a project basis. Work is performed under the general supervision of the Budget and Audit Manager.

#### *Administrative Analyst 4*

This is the advanced-level of the professional Administrative Analyst series. Employees at this level are consistently assigned to projects with major financial and policy-level implications, incorporating complex long-term planning considerations, and the coordination of inter-agency group efforts. Work is performed with considerable independence in areas where there are often not clear policy/procedural parameters. Work may include providing leadership, advice and consultation on a project basis. Work is performed under the general supervision of the Budget and Audit Manager and/or higher level officials.

#### Examples of Duties and Responsibilities:

##### *Administrative Analyst 1*

Conduct or participate in standardized management audits, program evaluations and special studies regarding departmental operations, budgets, budget requests, and general City finances and revenues. Prepare and recommend operating and capital budgets, and provide expertise and advice on related matters. Attend and participate in meetings of the Common Council, Board of Estimates, and other related bodies on budget related matters.

Participate in the analysis of existing and proposed City programs and services. Consider impact upon existing services, the property tax levy, and both present and future capital and operating budgets. Make recommendations on the possible reallocation of existing and/or potential resources. Conduct related studies, analyses and evaluations as requested. Prepare draft recommendations for review and/or inclusion in more comprehensive analyses.

Serve as liaison between the Comptroller's Office and City agencies regarding administrative and/or budgetary issues. Meet with agency heads, departmental personnel, and other individuals to discuss and advise them on related issues. Gather and analyze information from interviews as well as other sources of information, including state, federal and local legislation, texts or other authoritative documents, and internal administrative procedures.

Participate in general City administration issues and provide staff support to various standing and/or ad hoc committees.

Document and communicate City processes and recommend improvements. Develop related statistical, financial and narrative reports.

Perform related work as required.

### *Administrative Analyst 2*

All the duties and responsibilities of an Administrative Analyst 1 but with a greater degree of skill and independence of action.

Conduct or participate in varied and complex management audits, program evaluations and special studies regarding departmental operations, budgets, budget requests, and general City finances and revenues.

Provide expertise and advice on a wide variety of related management activities and initiatives.

Analyze existing and proposed City programs and services. Make and defend substantive recommendations on the possible reallocation of existing and/or potential resources. Prepare draft and/or final recommendations for incorporating diverse factors.

Perform related work as required.

### *Administrative Analyst 3*

Perform all the work consistent with the class of an Administrative Analyst 2.

Conduct or participate in varied and highly complex multi-faceted management audits, program evaluations and special studies regarding departmental operations, budgets, budget requests, and general City finances and revenues. Exercise judgment and initiative in developing analytic study methodologies and implementation strategies.

Analyze existing and proposed City programs and services. Exercise judgment in identifying and conducting related studies, analyses and evaluations as necessary.

Provide project leadership, advice, and consultation on a project basis.

Perform related work as required.

### *Administrative Analyst 4*

Perform all the work consistent with the class of an Administrative Analyst 3.

Conduct or participate in varied and highly complex multi-faceted management audits, program evaluations and special studies regarding major policy initiatives incorporating long-term planning considerations, departmental operations, budgets, budget requests, and general City finances and revenues.

Analyze existing and proposed City programs and services. Make and defend substantive recommendations on the possible reallocation, merger, or discontinuation of resources and/or programs (including inter-governmental and/or privatization initiatives).

Serve as liaison between the Finance Department and City agencies regarding high level administrative, financial (e.g., financial performance of Tax Incremental Finance Districts, Investment Income projections and analysis, etc.) and/or major budgetary issues. Develop projected financial statements for revenue bond issues (e.g., Utility Revenue Bonds).

Serve as staff representative to the Board of Estimates as required.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

#### *Administrative Analyst 1*

Working knowledge of the principles of business administration and management. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of general accounting and public finance. Knowledge of budgetary principles. Knowledge of computer-assisted data analysis techniques. Ability to evaluate the effectiveness of work programs. Ability to conduct interviews, collect and evaluate data, and compile related financial, statistical and narrative reports and recommendations. Ability to independently prepare, present, and defend analytic findings. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to communicate effectively both orally and in writing. Ability to attend meetings outside the regular work schedule, including evenings. Ability to maintain adequate attendance.

#### *Administrative Analyst 2*

Working knowledge of the principles of business administration and management. Working knowledge of general accounting and public finance. Working knowledge of budgetary principles. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of computer-assisted data analysis techniques. Ability to evaluate the effectiveness of work programs and initiate enhancements. Ability to compile diverse financial, statistical and narrative reports and recommendations. Ability to evaluate the effectiveness of work programs. Ability to conduct interviews, collect and evaluate data, and compile related financial, statistical and narrative reports and recommendations. Ability to independently prepare, present, and defend analytic findings. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to

communicate effectively both orally and in writing. Ability to attend meetings outside the regular work schedule, including evenings. Ability to maintain adequate attendance.

### *Administrative Analyst 3*

Thorough knowledge of the principles of business administration and management. Thorough knowledge of general accounting and public finance applicable to City processes. Thorough knowledge of budgetary principles. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of computer-assisted data analysis techniques. Ability to provide leadership and consultation to subordinate staff, as needed. Ability to evaluate the effectiveness of work programs and initiate enhancements. Ability to compile diverse financial, statistical and narrative reports and recommendations. Ability to evaluate the effectiveness of work programs. Ability to conduct interviews, collect and evaluate data, and compile related financial, statistical and narrative reports and recommendations. Ability to independently prepare, present, and defend analytic findings. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to communicate effectively both orally and in writing. Ability to attend meetings outside the regular work schedule, including evenings. Ability to maintain adequate attendance.

### *Administrative Analyst 4*

Thorough knowledge of the principles of business administration and management. Thorough knowledge of general accounting and public finance applicable to City processes. Thorough knowledge of budgetary principles. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of computer-assisted data analysis techniques. Ability to provide leadership and consultation to subordinate staff, as needed. Ability to evaluate the effectiveness of work programs and initiate enhancements. Ability to compile diverse financial, statistical and narrative reports and recommendations. Ability to evaluate the effectiveness of work programs. Ability to conduct interviews, collect and evaluate data, and compile related financial, statistical and narrative reports and recommendations. Ability to independently prepare, present, and defend analytic findings. Ability to conduct relevant high level municipal financial analysis (e.g., relative to performance of Tax Incremental Finance Districts, Investment Income projections and analysis, etc.). Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to communicate effectively both orally and in writing. Ability to attend meetings outside the regular work schedule, including evenings. Ability to maintain adequate attendance.

### Training and Experience:

Generally, positions in this classification will require:

### *Administrative Analyst 1*

Graduation from an accredited four-year college with a major in business administration, public administration, accounting, economics, finance, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Administrative Analyst 2*

Two years of directly related professional experience in budgetary development and/or program analysis, comparable to that gained as an Administrative Analyst 1 with the City of Madison. Such experience will normally be gained after graduation from an accredited four-year college with a major in business administration, public administration, accounting, economics, finance, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Administrative Analyst 3*

Two years of directly related professional experience in budgetary development and/or program analysis, comparable to that gained as an Administrative Analyst 2 with the City of Madison. Such experience will normally be gained after graduation from an accredited four-year college with a major in business administration, public administration, accounting, economics, finance, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Administrative Analyst 4*

Two years of directly related professional experience in budgetary development and/or program analysis, comparable to that gained as an Administrative Analyst 3 with the City of Madison. Such experience will normally be gained after graduation from an accredited four-year college with a major in business administration, public administration, accounting, economics, finance, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

Incumbents in this position will be expected to attend meetings of the Common Council and related bodies as required to discuss issues related to the budget. This includes budget deliberation meetings that are scheduled on consecutive evenings usually in November.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Finance Department	18	06
Finance Department	18	08
Finance Department	18	10
Finance Department	18	12

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

Date