

C - X

THE MANAGERIAL SERVICE [061]

CODE NO. M 10026

ADMINISTRATIVE STAFF ANALYST

Duties and Responsibilities

This is a management class of positions with several Assignment Levels. The following are typical assignments within this class of positions. All personnel perform related work.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, manages difficult and responsible professional budget work in the preparation and administration of agency budgets and the conduct of highly complex economic research and studies; serves as deputy to the head of a division or unit of professional and other staff engaged in such budgeting work and/or economic research and studies; plans and manages the activities of one or more units or other subdivisions employing professional and other staff engaged in such budgeting work and/or economic research and studies; serves as agency budget officer; or performs assignments equivalent to those described.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, manages difficult and responsible professional organizational research work in the conduct of highly difficult and complex surveys and studies of organizational and operating problems of great difficulty and complexity, which may require the use of exceptionally difficult quantitative analysis, cost analysis and other research techniques, and makes recommendations to executive management to obtain optimum efficiency in the utilization of staff, machines, equipment and space; determines the need for contractual services and works with the Agency Chief Contracting Officer to define the scope of such services, and to select and evaluate appropriate vendors; serves as deputy to the head of a division or unit of professional and other staff engaged in organizational research activities; plans and manages the activities of one or more units or other subdivisions

C-X

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THE MANAGERIAL SERVICE [061]

ADMINISTRATIVE STAFF ANALYST (continued)

Duties and Responsibilities (continued)

employing professional and other staff engaged in organizational research activities and coordinates their activities with those of other major organizational units; may be in full charge of an agency's organizational research activities; establishes and maintains cooperative relationships with executive personnel in City and governmental agencies concerning problems and activities in organizational research analysis; or performs assignments equivalent to those described.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, manages difficult and responsible professional personnel work in such areas as personnel relations, recruitment, position classification, compensation, employee selection, employee benefits, management studies, workforce planning, EEO programs, performance evaluation, staff development, labor relations, and other related areas; oversees personnel benefit programs including occupational safety programs, employee blood programs, health insurance programs, unemployment insurance programs, employee orientation programs and related programs; determines the need for contractual services and works with the Agency Chief Contracting Officer to define the scope of such services, and to select and evaluate appropriate vendors; serves as deputy to the head of a division or unit of professional and other staff engaged in personnel administration activities; plans and manages the activities of one or more units or other subdivisions employing professional and other staff engaged in personnel administration activities; serves as agency personnel officer; or performs assignments equivalent to those described.

C - X

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THE MANAGERIAL SERVICE [061]

ADMINISTRATIVE STAFF ANALYST (continued)

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Direct Lines of Promotion

From: Associate Staff Analyst (12627)

To: None