



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ADMINISTRATIVE ANALYST II

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 42 <b>Job Code #:</b> YC02
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### JOB SUMMARY

This is the intermediate level performing Administrative Analyst II job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

**Supervision Given:** None

### JOB DUTIES

1. Assists in performing the more routine analytical and administrative duties related to preparation of accounting reports, and analysis of budgets and operations in assigned area of responsibility.
2. Assists in preparing financial reports and supporting correspondence; identifies and resolves accounting errors; composes correspondence regarding accounting discrepancies.
3. Assists in the operation and maintenance of various software applications.
4. Assists in the preparation of research studies, data analysis and report preparation.
5. Assists in the preparation of request for proposals and various other contractual agreements; monitors contract compliance to ensure adherence to Metropolitan policies and procedures.
6. Assists in the development and administration of assigned budget; monitors expenditures as necessary.

7. Assists in the implementation of goals and objectives for a variety of programs and projects.
8. Assists in identifying opportunities for improving processes to optimize efficiency.
9. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree from an accredited college or university in a related field and two years of relevant experience; or two years as a MWD Analyst I level in the related field.

**Required Knowledge of:** Research methods and techniques; principles of business letter writing and report preparation; principles and procedures of financial record keeping and reporting; current office procedures, methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

**Required Skills and Abilities to:** Conduct research studies and prepare supporting reports and documents; perform a variety of analytical and administrative duties in support of an assigned area; utilize methods and techniques used in analyzing business processes and coordinating training programs; principles of budget preparation and forecasting and control; prepare a variety of administrative and financial reports; operate office equipment including computers and supporting word processing applications; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

#### **Certificates, Licenses and Registrations Requirements:**

- Valid California Class C Driver License that allows you to drive in the course of your employment.

#### **Desirable Qualifications**

None

### **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries,

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and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.

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