



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SENIOR ADMINISTRATIVE ANALYST

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 49 <b>Job #:</b> YA05
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### JOB SUMMARY

This is the advanced journey level position performing Senior Administrative Analyst job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. The decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**Supervision Given:** Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Conducts and may lead complex research and analyses in a variety of areas; prepares written reports, presents findings and recommendations, and makes presentations.
2. Develops scopes of work, specifications, schedules, budgets and complex solicitations and contracts for a range of projects; participates in the evaluation of proposals; negotiates terms, conditions and cost, and independently resolves complex contractual issues.
3. Plans and coordinates projects within area of responsibility, including developing scope, methodology, quality control measures, budget and schedule.
4. Conducts cost benefit, statistical, and trending analyses in order to make recommendations on business and financial issues such as cost management, revenue generation, water rate support, and water supply resource investments and programs.

5. Assists in providing enterprise-wide program administration for services that may include taxation, debt financing, and setting of rates and charges, and development of financial systems, budgeting, financial reporting, and internal control assessments.
6. Authors complex reports, studies, manuals, training materials, procedures, Board letters, and other documents for management, the Board, and external entities; develops formats to facilitate clear understanding of materials to be presented.
7. Monitors and analyzes proposed legislation and pending changes in state and federal programs and regulations in terms of the potential impact on Metropolitan; consults with other agencies and internal technical staff on bills of mutual interest.
8. Analyzes budgetary, financial, and statistical data; analyzes variances and recommends corrective measures; develops budget and budget reports, technical information, and analyses to assist management in budget administration and compliance; evaluates the impact of staffing and organizational changes or other management directives on budget allocations and recommends appropriate action.
9. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget and schedule.
10. Performs other related Administrative Analyst 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 six years of relevant experience; or Master's degree from an accredited college or university in a related field and four years of relevant experience; or two years in a MWD Analyst classification.

**Required Knowledge of:** Principles, procedures, and practices of business management and analysis; project management; budgeting or finance; financial tracking systems; contract development and administration; pertinent laws, codes and regulations; and current office technology and equipment.

**Required Skills and Abilities to:** Identify, analyze and resolve complex budgetary, procedural, and organizational issues and implement modifications to existing programs, systems, and procedures; provide project management support and manage projects; research, gather and compile data; prepare and review correspondence, documents, and reports; administer contracts; prepare clear and concise reports; monitor budgets and utilize financial tracking systems; use applicable software applications; prepare & deliver presentations; organize and prioritize work; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

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

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND 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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**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, 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.