



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ADMINISTRATIVE ANALYST III

Group-Section: Various	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 45 Job Code #: YC03
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JOB SUMMARY

This is the journey level performing Administrative Analyst III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

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

Supervision Given: May act as a lead. May Coordinate and review 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. Provides a wide variety of analytical and research support; analyzes and makes recommendations for the solution of budgetary, fiscal, organizational, operational and/or procedural concerns and issues.
2. Performs analytical and administrative duties related to the preparation of accounting reports, and analysis of budgets and operations in assigned area of responsibility.
3. Participates in the development and administration of assigned budget; monitors expenditures and recommends adjustments as necessary.
4. Prepares supporting administrative, financial, analytical and statistical reports; incorporates new developments as appropriate into programs.
5. Develops, implements, and monitors organizational and program objectives supporting assigned programs and activities; undertakes research on operations and activities; develops findings and recommendations.
6. Participates in the preparation of bids, specifications and requests for proposals; participates in bid opening processes; evaluates bid proposals and contract documents for compliance with applicable terms and conditions; confers with contractors, project engineers and managers during bid process.

7. Prepares, administers and monitors contracts, professional services agreements and other contractual agreements and documents.
8. Attends and participates in professional group meetings; prepares and presents staff reports and other necessary correspondence.
9. Identifies opportunities for improving processes to optimize efficiency.
10. 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 four years relevant experience; or two years as a MWD Analyst II level in the related field.

Required Knowledge of: Research methods and techniques and conducting a variety of analytical studies; 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: Analyze and make recommendations for the solution of budgetary, procedural and general problems and implement modifications to existing programs, systems, and procedures based on needs within assigned area; review and edit documents for compliance with Metropolitan policies and procedures; participate in the development and administration of an assigned budget; analyze expenditures and recommend adjustments; 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.

Job Title: Administrative Analyst III

Job Code: YC03

Adopted: 10/27/08

Revised: 06/01/17

Supersedes: 01/2010

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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.

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.