This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**DEPARTMENT:**  **POSITION:** [ ]  NEW [ ] EXISTING

**POSITION CLASSIFICATION:** Administrative Analyst/Specialist, Exempt II \*\* **WORKING TITLE:**

**EMPLOYEE NAME:**

**SUPERVISOR NAME AND CLASSIFICATION:**

1. **POSITION PURPOSE:**

**B.** **LEAD RESPONSIBILITIES:**

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|  |  |

# C. PHYSICAL DEMANDS:

# The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# D. WORK ENVIRONMENT:

### E. EDUCATION: A bachelor’s degree and/or equivalent training.

### F. EXPERIENCE: Minimum five years administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

###  G. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES:

* General knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods.
* Knowledge of and ability to apply fundamental concepts.
* Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
* Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.
* Working knowledge of operational and fiscal analysis and techniques. Working knowledge of budget policies and procedures.
* Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
* Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
* Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to make independent decisions and exercise sound judgment.
* Ability to train others on new skills and procedures and provide lead work direction.
* Thorough knowledge of and ability to apply extensive expertise to complex programs and/or administrative specialties, including pertinent laws and regulations.
* Demonstrated expertise in and advanced knowledge of the principles, problems, and methods of public and business administration and operational and fiscal management.
* Expertise in administrative survey techniques, operations and systems analysis, statistical and research methods, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies.
* Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
* Ability to work with representatives from public and private entities and handle potentially sensitive situations. Demonstrated consultative skills in working with internal and external constituent groups.
* Ability to effectively present ideas and concepts in written or presentation format and use consultative and facilitation skills to gain consensus.
* A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

**H. PREFERRED QUALIFICATIONS:**

**I. SENSITIVE POSITION CRITERIA** (Please check ALL that apply to the position):

[ ]  This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

[ ]  This position will have authority to commit financial resources of the university through contracts greater than $10,000.

[ ]  This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

[ ]  This position will have responsibility or access/possession of building master or sub-master keys for building access.

[ ]  This position will have access to controlled or hazardous substances.

[ ]  This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

[ ]  This position will have control over campus business processes, either through functional roles or system security access.

[ ]  This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

[ ]  This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

[ ]  None of the above is applicable to the position.

**[ ]** *The incumbent is considered a Limited mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[21] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

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Employee Signature Date

**[ ]** *The incumbent is considered neither a Limited nor General mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017.*

|  |  |
| --- | --- |
| **J. ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following | Percentage of Time (%) |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **100% TOTAL** |

**K. SIGNATURES:** (*Signature indicates that this is an accurate description of assigned duties.*)

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Employee Name Employee SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Supervisor SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Head/Area Manager Name Dept Head/Area Manager Signature Date