



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ADMINISTRATIVE ANALYST I

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 39 Job Code #: YC01
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JOB SUMMARY

This is the entry level performing Administrative Analyst I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

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

Supervision Given: None

JOB DUTIES

1. Learns and 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. Learns and assists in the preparation of the more routine financial reports and supporting correspondence; identifies and resolves accounting errors; composes correspondence regarding accounting discrepancies.
3. Learns and assists in the operation and maintenance of various software applications.
4. Learns and assists in the preparation of research studies, data analysis and report preparation.
5. Learns and 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. Learns and assists in the development and administration of assigned budget; monitors expenditures as necessary.
7. Learns and assists in the implementation of goals and objectives for a variety of programs and projects.
8. Learns and 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; or four years experience at the MWD Assistant III level in the related field.

Required Knowledge of: Basic research methods and techniques; principles of business letter writing and basic 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 basic research studies; prepare supporting reports and documents; perform a variety of analytical and administrative duties in support of an assigned area; learn methods and techniques used to analyze business processes and in coordinating training programs; learn 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, 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.

Job Title: Administrative Analyst I

Job Code: YC01

Adopted: 10/27/08

Revised: 06/01/17

Supersedes: 01/2010

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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.