

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: April 12, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 16 FY 2022/2023
(copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective April 12, 2023.

Carol Isen
Human Resources Director

by: 
Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Junior Administrative Analyst
Job Code: 1820**

DEFINITION

Under supervision, the Junior Administrative Analyst is trained, assists with and performs professional level analytical work in a variety of functional areas, such as: development and administration of competitive bid processes and contractual agreements; grant administration and monitoring; budget development and administration; legislative analysis; development and evaluation of management/administrative policy; program evaluation and planning; quantitative and qualitative data analysis; or complex financial/fiscal analysis and reporting. Class 1820 Junior Administrative Analyst is the entry-level class of the series.

DISTINGUISHING FEATURES

Class 1820 Junior Administrative Analyst is distinguished from Class 1822 Administrative Analyst in that the latter is the journey level of the series that performs duties of difficult and complex nature related to administrative policy analysis, legislative analysis, economic analysis, budgetary analysis, complex financial/fiscal analysis and reporting, data analysis, and development/administration of competitive bid processes, contractual agreements or grants.

SUPERVISION EXERCISED

None

MAJOR IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Conducts field surveys and carries out routine research in connection with budget, legislative or management studies and/or performs analysis of actual expenditures compared to the budget or public policy issues.
2. Assists in conducting difficult and complex analysis, procedural, organizational and operational investigations, quantitative and qualitative data analysis, surveys and/or research relating to department/agency operations.
3. Provides routine information to departmental personnel on the preparation of budget and policy documents, reports, demographics and program implementation.
4. Assists in preparing reports and proposals.
5. Assists in preparing budget and program delivery calendars.
6. Assists in compiling budget requests, making budget presentations, performing cost analysis and preparing program reports.
7. Prepares, generates, and updates budget documents, contract reports, surveys, databases and mailing lists.
8. Tracks and coordinates revenue and expenditures, grants, program budgets, and other funds.
9. Assists with the preparation and submittal of supplemental budget requests.

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10. Assists in preparation and coordination of development of legislative proposals and/or statewide initiatives.
11. Prepares graphs and charts for presentations.
12. Assists in the preparation of quarterly and year-end financial, program and budget, and legislative reports.
13. Assists in review, processing and monitoring of contracts and contract certification processes.
14. Inputs and maintains data in computerized system and generates computerized reports.
15. Maintains contract files, and other contract documents and certificates, and monitors validity of documents.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and processes of finance, accounting, budgeting, contracts, and the legislative process; practices and principles of administrative and management techniques.

Ability or Skill to: Conduct surveys and perform routine research; collect, research, and analyze data; interact with departmental personnel to obtain and furnish information on budget/grants, contracts, legislative and procedural matters; prepare and write reports and proposals; use computers for word-processing, databases, internet, email, and various spreadsheet software.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Additional qualifications (i.e. special conditions) may apply to a particular position and will be stated in the job ad.

Possession of a baccalaureate degree from an accredited college or university

Substitution:

May substitute up to 2 years of the required education with qualifying full-time, professional-level experience in budget analysis, financial analysis and reporting, legislative/policy analysis, data analysis, or contract/grant administration. One year (2,000 hours) of qualifying experience will be considered equivalent to 30 semester/45 quarter units

License and Certification:

None

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SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 1822 Administrative Analyst
From: Original Entrance Examination

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 07/23/1999; 07/02/2004; 08/25/2009; 04/12/2023

REASON FOR AMENDMENT: *To accurately reflect the minimum qualifications defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Administrative Analyst
Job Code: 1822**

DEFINITION

Under direction, the Administrative Analyst performs difficult and detailed professional-level analytical work in a variety of functional areas, such as; development and administration of competitive bid processes and contractual agreements; grant administration and monitoring; budget development and administration; legislative analysis; development and evaluation of management/administrative policy; program evaluation and planning; quantitative and qualitative data analysis; or complex financial/fiscal analysis and reporting. Class 1822 Administrative Analyst is the journey-level class of the series.

DISTINGUISHING FEATURES

Class 1822 Administrative Analyst is distinguished from Class 1823 Senior Administrative Analyst in that the latter performs duties of a more difficult and complex nature. Class 1822 Administrative Analyst is distinguished from Class 1820 Junior Administrative Analyst in that the latter is an entry level class performing less difficult and complex duties.

SUPERVISION EXERCISED

Depending on assignment, may serve as lead worker to clerical, technical and/or subordinate professional staff.

MAJOR IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Performs research, compiles and analyzes information/data regarding a variety of administrative, management, fiscal and organizational issues: identifies issues and determines analytical standards in consultation with supervisor, manager, departmental personnel and other individuals/experts; gathers relevant data, information and/or documentation from a variety of sources; analyzes information and documentation to develop tentative findings; discusses and/or coordinates analysis and tentative findings with supervisor, management staff and/or other appropriate individuals; develops or assists in developing recommendations and/or course of action; gathers additional information and/or revises methodology as needed.
2. Prepares or assists in the preparation of a variety of management reports: compiles and evaluates information in preparation for writing report; presents background information and description of analytical standards; outlines findings and recommendations and prepares logical supporting documentation; writes or assists in writing final reports and documentation for evaluation by administrative and/or management staff; presents reports, including formal presentations to groups.
3. Performs analysis for new and existing administrative, management, program and organizational policies and procedures: consults with managers, administrators and other staff to determine parameters for analysis and other background information; analyzes the effect of proposed and existing legislation, regulations and law on organizational policies and

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procedures; compiles information and documentation in preparation for producing reports and/or drafts reports for management/administration.

4. Performs analysis for budget development and resource planning: performs or assists in needs analysis and trend analysis based on research and consultation with managers and administrative staff; consults with managers and assists in resource planning and development of annual budget estimates; reviews and analyzes budget requests from administrators; compiles information and documentation in preparation for producing reports and/or drafts reports related to budget and resource planning issues.
5. Performs analysis for budget administration and/or fiscal/financial reporting: monitors and analyzes expenditures and accounts to ensure compliance with budget parameters; gathers information and prepares documentation related to fiscal/financial reporting; performs and/or assists in fiscal/financial analysis; compiles information and documentation in preparation for producing and/or drafting fiscal/financial reports.
6. Performs analysis for development and administration of competitive bid processes and contractual agreements: identifies and analyzes needs, goals, available funding and other criteria; develops or assists in development of contract/lease specifications; prepares requests for proposals and bid solicitation; performs or assists in analysis of bid information provided by contractors; assists in establishment/maintenance of contractual relationships; performs or assists in analysis for monitoring and enforcement of legal agreements to ensure compliance.
7. Performs analysis for monitoring of grants received by department; writes or assists in writing grant proposals; analyzes funding parameters and other requirements specified by grantor; monitors departmental expenditures to ensure funding parameters are met; analyzes other criteria to ensure compliance with standards required by grantor.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles, procedures and legal standards required to provide professional-level analytical assistance to administrative staff in such areas as: budget development and monitoring; financial/fiscal analysis and reporting; development of management/administrative policies and procedures; analysis of existing and proposed legislation, legal standards and regulatory mandates; development and administration of contractual agreements; and/or grant monitoring and administration.

Ability or Skill to: identify, research and gather relevant information from a variety of sources; read and interpret complex written materials; analyze and evaluate quantitative and qualitative data, procedures, interrelated processes and other information; formulate conclusions and/or alternatives and develop effective recommendations; use work-related computer applications, including e-mail, word processing, spreadsheets, databases and the internet; prepare well-organized and accurate documents such as reports, memos, and correspondence; synthesize ideas and factual information into clear and logical written statements; speak clearly and concisely in order to express ideas and communicate work-related information to a variety of individuals and groups; listen, ask appropriate questions and effectively elicit information; establish and maintain effective working relationships with staff, officials and the general public.

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MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Additional qualifications (i.e. special conditions) may apply to a particular position and will be stated in the job ad.

Possession of a baccalaureate degree from an accredited college or university, and one(1) year full-time equivalent experience performing professional-level analytical work. Qualifying professional-level analytical work includes analysis, development, administration, and reporting in major programs and functions of an organization in areas such as budgets, contracts, grants, policy, or other functional areas related to the duties of positions in the 182X Class series.

Substitution:

Possession of a graduate degree (Master's degree or higher) from an accredited college or university with major coursework in specialized subject matter areas such as public or business administration, management, business law, contract law, public policy, urban studies, economics, statistical analysis, finance, accounting or other fields of study closely related to the essential functions of positions in the Class series may be substituted for the required one (1) year of experience.

Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of 2 years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

License and Certification:

None

PROMOTIVE LINES

To: 1823 Senior Administrative Analyst

From: 1820 Junior Administrative Analyst

ORIGINATION DATE: 07/13/1961

AMENDED DATE: 07/23/1999; 04/02/2001; 09/28/2009; 04/12/2023

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFUSD SFCCD