

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 16
Fiscal Year: 2022/2023
Posted Date: 04/03/2023
Reposted Date: 04/05/2023

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title
1	1820	Junior Administrative Analyst
2	1822	Administrative Analyst

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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

Job Title: Junior Administrative Analyst
Job Code: 1820

INTRODUCTION/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, analyzing operations of City departments and agencies as they relate to the formulation and execution of the annual budget, grants, legislative/administrative policy, financial/fiscal policy and/or contract administration. Class 1820 Junior Administrative Analyst is the entry-level class of the series.

DISTINGUISHING FEATURES

Class 1820 Junior Administrative Analyst is ~~the entry-level class of the series~~ performing professional level work in analyzing, researching and reporting functions related to department operations. This class 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.

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8. Tracks and coordinates revenue and expenditures, grants, program budgets, and other funds.
9. Assists with the preparation and submittal of supplemental budget requests.
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.
- ~~16. Performs related duties as assigned~~

~~IMPORTANT AND ESSENTIAL KNOWLEDGES, 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.**

Skill to: ~~Utilize computers for word processing, databases, Internet, e-mail and various spreadsheet software.~~

MINIMUM QUALIFICATIONS

*These minimum qualifications ~~are to be used as a guide for establishing~~ the education, training, experience, special skills and/or license(s) which ~~may be~~ **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.** Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

~~4. Possession of a baccalaureate degree from an accredited college or university; AND one (1) year of professional experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration; OR~~

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~~2. Possession of a baccalaureate degree from an accredited college or university in accounting, finance, public or business administration, economics, urban studies, public policy or a related field~~

Substitution:

May substitute up to 2 years of the required education with ~~additional~~ 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 ~~additional~~ qualifying experience will be considered equivalent to 30 semester/45 quarter units

License and Certification:

None

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 1822 Administrative Analyst

From: Original Entrance Examination

ORIGINATION DATE:

~~January 12, 1961~~ **01/12/1961**

AMENDED DATE:

~~July 23, 1999; July 2, 2004, 7/23/1999; 07/02/2004; 8/25/2009; XX/XX/XXXX~~

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**

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Job Title: Administrative Analyst
Job Code: 1822

INTRODUCTION/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-staff 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 and **to** develops 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 development of **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 existing policies, procedures and work practices~~; analyzes the effect of proposed and existing legislation, regulations and law on organizational policies and procedures;

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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 ings 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 ing 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.
8. ~~Performs related duties as required~~

~~IMPORTANT AND ESSENTIAL KNOWLEDGES, 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;

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establish and maintain effective working relationships with staff, officials and the general public, including a variety of individuals and groups.

MINIMUM QUALIFICATIONS

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which may be 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.** Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university; and one (1) year full-time equivalent experience performing professional-level analytical work, as described in Note A; OR
2. Possession of a graduate degree (Master's degree or higher) from an accredited college or university with major coursework as described in Note B; OR
3. Possession of a baccalaureate degree from an accredited college or university, and ~~one~~ **two (12)** years 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.** as described in Note A; OR
4. Possession of a baccalaureate degree from an accredited college or university with major coursework as described in Note B and one (1) year full-time equivalent experience performing professional-level analytical work as described in Note A;

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.

Applicants may substitute up to 2 years of the required education with additional qualifying experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

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.

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Notes on Qualifying Experience and Education:

A. Qualifying professional level analytical experience must be in one or more of the following functional areas: complex budget analysis, development and administration; complex financial/fiscal analysis and reporting; development of complex contracting systems and administration of competitive bid processes and complex contractual agreements; development and evaluation of complex management/administrative policy; complex grant administration and monitoring; complex program evaluation and planning; complex legislative analysis; complex economic analysis; or other functional areas related to the duties of positions in Class 1822, where the primary focus of the job is complex professional level analysis for evaluation, recommendation, development and implementation of major programs and functions of department/organization. Analytical experience equivalent to the duties of Class 1820 is considered qualifying.

B. Coursework applicable to a baccalaureate or higher degree 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 Class 1822.

License and Certification:

None

PROMOTIVE LINES

To: 1823 Senior Administrative Analyst

From: 1820 Junior Administrative Analyst

ORIGINATION DATE:

July 13, 1961 07/13/1961

AMENDED DATE:

July 23, 1999; April 2, 2001; September 28, 2009 07/23/1999; 04/02/2001; 09/28/2009; XX/XX/XXXX

REASON FOR AMENDMENT:

To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S):

COMMN, SFMTA, SFUSD, SFCCD