

**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: 17
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	1823	Senior Administrative Analyst
2	1824	Principal Administrative Analyst
3	1825	Principal Administrative Analyst II

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: Senior Administrative Analyst
Job Code: 1823

DEFINITION/INTRODUCTION

Under general direction, **the Senior Administrative Analyst is responsible for directing and performing difficult, complex, and/or sensitive projects for departmental management, such as:** plans, organizes, leads and/or participates in complex, sensitive, and detailed analytical work in the areas of budget, financial/fiscal, economic, **data analysis**, legislative and administrative policy and/or contract administration. **Class 1823 Senior Administrative Analyst is the senior journey-level class of the series.**

DISTINGUISHING FEATURES

Class 1823 Senior Administrative Analyst is the Senior journey level in the Administrative Analyst series with responsibility for directing and performing difficult, complex, and/or sensitive projects for departmental management. This class is distinguished from class 1822 Administrative Analyst in that class 1822 is the journey-level class working under general supervision. Class 1823 **Senior Administrative Analyst** is distinguished from class 1824 Principal Administrative Analyst in that class 1824 has greater and/or more complex financial responsibilities, greater consequence of error and independence of action, and is assigned the most difficult, complex, and sensitive projects.

SUPERVISION EXERCISED

Class 1823 Senior Administrative Analysts may supervise a small staff performing moderately complex analytical work.

EXAMPLES OF 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. Researches, analyzes and makes policy recommendation on special projects or highly visible public issues; may direct complex financial or operational activities; responds to informational requests, including those of a highly sensitive nature, and may represent the department to the Mayor's office, Board of Supervisors, Controller's Office, other city officials, outside agencies and the public; acts as executive assistant and provides administrative analysis to high-level managers or a department head.
2. Coordinates, develops, manages and monitors a departmental budget of moderate complexity or assists in the development and management of a departmental budget of greater complexity; negotiates budget proposals within the department and with the Mayor's Office, Board of Supervisors and other agencies; prepares budget line item narrative, analyses, recommendations, and justifications for annual and supplemental requests; assists management in the budget development process, monitoring of the budget, budget reporting, and interpretation of budget-related documents.
3. Analyzes trends in budget expenditures and revenues, prepares financial/statistical reports for management, Mayor's Office, Board of Supervisors, Controller's Office and various funding agencies; coordinates and monitors departmental reporting to funding agencies including the subvention of funds to contracting organizations and justifies that funds are used as

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required.

4. Coordinates the activities related to the application for, and management of multiple source capital projects and/or grants; monitors detailed and complex budgets, ensures expenditures remain within budget, and shifts funds within guidelines; coordinates and monitors reporting to funding agencies including the subvention of funds to contracting organizations and justifies that funds are used as required; may coordinate the preparation of cCity-wide single audit report.

5. Plans and performs economic and/or financial analyses including forecasting, revenue and/or expense projections, analysis of capital requirements, calculation of debt capacity, evaluation of financing alternatives; rate analysis, modeling and cost/benefit analysis; prepares reports with financial/policy recommendations and appropriate supporting documentation; may assist in the preparation of audit schedules and financial statements.

6. Analyzes and interprets existing, newly enacted and proposed local, state, federal legislation and regulation for policy and financial impact on the department; advises management and prepares recommendations with appropriate supporting documentation regarding how to comply with new regulations, mitigate adverse action against the department or maximize potential revenues; develops, implements and monitors new and revised reporting systems required by legislation.

7. Analyzes existing and proposed programs, administrative policies and procedures as well as organizational problems; conducts difficult and detailed studies; identifies administrative problems, determines methods of analysis, and identifies trends; analyzes qualitative and quantitative data; prepares and presents reports with recommendations and appropriate justification based on studies and surveys; may coordinate the implementation of new systems and/or procedures.

8. Prepares Local Business Enterprise ("LBE") ~~MBE/WBE~~ and contract status reports; conducts competitive contract vendor selection processes including public bids and requests for proposals, distributes and places advertisements and public notices for contracts; processes moderate to highly complex contracts including advertising for bids/proposals, receipt and review of bids, contract negotiation and award, and routing through signature/documentation process to certification; provides information to staff from Purchasing, Human Resources, ~~Human Rights Commission~~ and the Administrative Services Office; and provides training and technical assistance to staff and contractors on departmental and City contracting policies, procedures and requirements.

9. Prepares cost estimates and terms for new and existing contracts, for proposed change orders and modifications; reviews contract provisions, conducts site visits, and meets with engineers/inspectors/program managers to develop cost estimates; meets with contractors to negotiate requests for additional costs; assists in analyzing costs related to change orders and modifications; maintains data and information resources on current industry cost standards for materials, equipment and labor ~~costs~~; establishes and maintains contact with sources of information including vendors, labor unions and governmental agencies.

~~10. Performs related duties and responsibilities as assigned~~

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~~IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES~~

~~Knowledge of:~~ Knowledge of: the principles and techniques of governmental organization and management; the principles and techniques of financial/fiscal analysis and budgeting; the principles and techniques of economic and policy analysis; the principles and techniques of generally accepted accounting principles and government accounting standards; application of statistical and other analytical methods; applicable local, state, and federal laws and regulations affecting departmental operations; principles involved in the development and implementation of complex systems and procedures; methods, procedures, and techniques needed for negotiations of contract terms, change orders, cost estimates and modifications.

~~Ability or Skill to:~~ collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority to identify and define problems, determine methodology, **analyze and** evaluate **quantitative and qualitative** data, make recommendations with appropriate justification and develop/implement a plan of action; assign and direct the work of subordinates; establish and maintain effective communication with senior management, officials, departmental representatives, vendors, or other agencies; negotiate effectively; use a personal computer and software programs as utilized in various departments.

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 are may be required for employment in the class ification. Please note Although these minimum qualifications are typical of the class, additional minimum qualifications (i.e. special conditions) and special conditions may apply to a particular position and will be stated on the job adnnouncement.~~

- ~~1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university and three (3) years of 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 college coursework as described in Note B and two (2) years full-time equivalent experience performing professional level analytical work as described in Note A; OR~~
- ~~3. Possession of a baccalaureate degree from an accredited college or university and threefour (34) years full-time equivalent experience performing professional level analytical work, as described in Note A; OR **Qualifying professional-level analytical work includes analysis, development, administration, and reporting in major programs and functions of an organization in the areas of budgets, contracts, grants, policy, or other functional areas related to the duties of positions in the 182X Class series.**~~
- ~~4. Possession of a baccalaureate degree from an accredited college or university with major college coursework as described in Note B and three (3) years full-time equivalent performing professional level analytical work as described in Note A~~

Substitution:

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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 one (1) year of required 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.

~~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 1823, 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 1822 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 1823.~~

License and Certification:

None

PROMOTIVE LINES

To: 1824 Principal Administrative Analyst

From: 1822 Administrative Analyst

ORIGINATION DATE:

8/26/1965

AMENDED DATE:

11/04/1991; 11/07/1995; 12/02/1999;
9/28/2009; XX/XX/XXXX

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REASON FOR AMENDMENT:

To accurately reflect the current 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: Principle Administrative Analyst
Job Code: 1824

DEFINITION/INTRODUCTION

Under general administrative direction, the Principal Administrative Analyst **is responsible for** plannings, organizings, supervisinges and conductings important, difficult, **detailed**, complex, and sensitive, **and/or consequential professional-level** analytical work that has substantive impact on the operations of a City department, agency or program in areas such as: ~~budget~~ the development and administration of the annual budget; financial/fiscal and economic analysis and reporting; monitoring and administration of multiple-source capital projects and grants; development of complex contracting systems and administration of complex contractual agreements; development and evaluation of major administrative/management systems, functions, policy and procedures; ~~including evaluation of the impact~~ **analysis** of existing, newly enacted and proposed legislation, regulations, law, court decisions and memoranda of understanding; and/or major program evaluation and planning. **Class 1824 Principal Administrative Analyst is the principal-level class of the series.**

DISTINGUISHING FEATURES

Class 1824 Principal Administrative Analyst is distinguished from ~~the next lower level of~~ **Class** 1823 Senior Administrative Analyst by its assignment ~~to~~ **of** greater and/or more complex financial responsibilities, its performance and supervision of more difficult, complex, and sensitive projects and negotiations; and its greater independence of action and consequence of error in formulating recommendations and decisions. Class 1825 Principal Administrative Analyst II is distinguished from ~~the next lower level of~~ **Class** 1824 Principal Administrative Analyst by its assignment ~~to~~ **of** specialized and/or more complex financial responsibilities, its performance and supervision of complex finance and utility analysis, project finance proforma development, forecast modeling, debt finance risk management, ~~and~~ statistical modeling typically involving the use of specialized analytical software, complex business intelligence systems, and complex analysis of data.

SUPERVISION EXERCISED

Class 1824 Principal Administrative Analysts typically supervises staff including lower-level administrative analysts.

EXAMPLES OF 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. Directs, oversees and conducts difficult, sensitive, highly visible and complex analytical work that has significant impact on the functions and operations of assigned department; confers with senior management ~~staff~~ to discuss, evaluate and make policy recommendations on special projects and/or a variety of complex, sensitive or highly visible administrative, organizational, policy, **program** budget, fiscal, and other issues related to important functions of the department; responds to informational requests, including those of a highly sensitive nature; typically supervises and trains clerical, technical, and professional staff; may coordinate and direct complex financial or operational activities; acts as executive assistant and provide administrative analysis to high-level managers or department head; assists management in

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coordinating and/or negotiating complex administrative, organizational, policy, budget, fiscal, and other issues related to important functions of assigned department with outside departments, agencies and organizations; may represent the department to the Mayor's Office, Board of Supervisors, Controller's Office, other City officials, outside agencies or the general public.

2. Directs analytical staff and/or researches, analyzes and makes policy recommendations on a variety of difficult, complex special projects and highly visible budget, fiscal, policy, program, organizational and related issues; collaborates with senior managers and other individuals/experts to clarify needs, issues and parameters; directs and/or conducts the development and execution of complex and comprehensive surveys, studies and other processes to analyze data and information from multiple sources; directs and/or conducts research and evaluation of complex data/information from internet, databases and other sources, consultation with subject matter experts, development of complex evaluative processes, creation of spreadsheets, documentation of findings, analysis of alternatives and formulation of recommendations; directs and/or conducts difficult and complex analyses, such as revenue/expense analysis, cost/benefit analysis, needs analysis, trend analysis, variance analysis, net present value analysis, rate and modeling analysis, statistical analysis, program analysis, organizational analysis and legislative/policy analysis; prepares and/or directs the preparation of clear, comprehensive management reports, including logical and coherent financial/policy recommendations and appropriate supporting documentation; presents reports, findings and recommendations to senior management staff, including formal presentations to groups.

3. Analyzes and evaluates the effect of highly complex and sensitive existing, newly enacted and proposed legislation, regulations, law, court decisions and/or memoranda of understanding for policy and financial impact on the department; advises management, and directs/prepares and presents formal reports with recommendations on how to comply with existing and proposed legislation, regulations, law, court decisions and/or memoranda of understanding, and mitigate adverse action against the department or maximize potential revenues; develops and recommends procedures for cCitywide implementation of enacted legislation, regulations, law, court decisions and/or memoranda of understanding; develops comprehensive user manuals to implement legislation, programs and administrative policy; may act as legislative liaison to other departments; assists state and federal legislative staff in drafting legislation; advocates and testifies regarding department's position to legislators, committee and staff.

4. Consults with senior managers and others to define difficult and complex administrative, management, program and organizational issues, policies and procedures that have significant impact on the organization; directs and/or conducts detailed and comprehensive studies, surveys and other evaluative processes to analyze existing and proposed administrative, management, program and organizational needs, systems, functions, policies and procedures; identifies and analyzes important issues, processes, patterns and trends, makes related projections, documents findings, and develops recommendations; prepares and/or directs the preparation of reports for senior management outlining findings; presents reports to senior management, including recommendations for development of policy; coordinates implementation and evaluation of new systems, policies and procedures.

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5. Directs and/or conducts difficult, complex and comprehensive analyses to evaluate existing and proposed programs; collaborates with senior management, outside experts and others to clarify overall mission, goals, problems and issues; develops and analyzes performance outcome measures to evaluate new programs and related policies; develops and recommends policies, procedures and work processes for new programs; prepares and/or directs the preparation of reports for senior management outlining findings and presenting recommendations; coordinates implementation and ongoing evaluation of new programs.

6. Directs and/or conducts difficult and complex financial, fiscal and/or economic analyses to evaluate the overall fiscal/financial condition of a department/program and provide information/data for financial reporting, projection and planning; directs and/or conducts difficult and complex economic and/or financial analyses, including forecasting, revenue and/or expense projections, rate analysis, statistical analysis, modeling and cost/benefit analysis; evaluates current financial procedures, interprets governmental accounting pronouncements and technical guidance, makes recommendations, and develops and implements new policies and procedures; prepares and/or directs the preparation of financial statements and reports, with policy recommendations and appropriate documentation, for management, Mayor's Office, Board of Supervisors, Controllers Office and various funding agencies; directs and/or conducts difficult and complex analyses for calculation of debt capacity and evaluation of financing alternatives; directs and/or conducts difficult and complex analyses related to determination of capital requirements and capital planning; may coordinate and oversee the annual financial audit, including preparation of audit schedules, governmental accounting standards, and relevant local, state and federal regulations.

7. Directs and/or conducts difficult and complex analyses to advise management in budget development, administration, monitoring and reporting; directs and/or conducts difficult and complex revenue/expense, trend and statistical analyses for budget monitoring, projection and reporting; develops guidelines and prepares or directs the preparation of budget line-item narratives, analyses, recommendations and justifications for annual, supplemental and multi-year requests; develops, coordinates, administers and monitors a highly complex departmental budget with multiple funding sources; negotiates budget proposals within the department and with the Mayor's Office, Board of Supervisors and other agencies; prepares and/or directs the preparation of financial and statistical reports for the Mayor's Office, Board of Supervisors and/or senior department managers; prepares and/or directs the preparation of background information and documentation in preparation for producing reports and/or presentations.

8. Establishes, administers, monitors, coordinates and acts as liaison regarding application for and management of complex, multiple-source capital projects and/or grants; directs and/or conducts monitoring for compliance with funding, legal, service and other requirements; directs and/or conducts monitoring of detailed and complex grant budgets, ensures expenditures remain within the budget, shifts funds within guidelines; prepares and/or directs preparation of status/financial/statistical reports for management, Mayor's Office, Board of Supervisors, Controller's Office and other agencies; directs and/or conducts analysis and preparation of departmental reports to funding agencies, including subvention of funds to contracting organizations; ensures provision of technical assistance and oversight to recipients of grants awarded by the department/agency; may coordinate preparation of cCity-wide single audit

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report.

9. Directs and/or conducts difficult and complex analyses for developing, processing and administering highly-complex contractual agreements with multiple funding sources; confers with senior management regarding preparation of cost estimates, specifications and terms for new and existing contractual agreements; directs and/or conducts competitive solicitation, review and selection processes, including receipt and review of bids, negotiation with potential contractors/vendors, and review/processing of approvals; directs and/or conducts negotiations with contractors with regard to additional contract terms, cost reimbursement and change order provisions; directs and/or conducts review and preparation of cost estimates and terms for proposed change orders and modifications; directs and/or reviews new and/or existing contract provisions, conducts site visits, and meets with engineers, inspectors and/or program managers; coordinates with staff from other departments and agencies, and provides technical assistance to staff and contractors on departmental contracting policies, procedures and requirements; develops procedures to review and implement local/state code requirements; directs and/or conducts difficult and complex analysis for monitoring and enforcement of contractual agreements to ensure compliance, including development of computerized systems to track contract status; prepares and/or directs preparation of contract status reports.

~~10. Performs related duties and responsibilities as assigned~~

~~IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES~~

Knowledge of: the principles, procedures, standards and law related to government management and operations that are required to provide professional-level analytical assistance to management staff in such areas as: the development and administration of the annual budget; financial/fiscal and economic analysis and reporting; grant monitoring and administration; development of complex contracting systems and administration of complex contractual agreements; development and evaluation of important administrative/management systems, functions, policy and procedures; evaluation of the impact of existing, newly enacted and proposed legislation, regulations, law, court decisions and memoranda of understanding; and/or major program evaluation and planning.

Ability or Skill to: collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority to identify and define problems, determine methodology, **analyze and evaluate quantitative and qualitative** data, make recommendations with appropriate justification and develop/implement a plan of action; effectively prioritize and organize multiple assignments and projects; exercise sound judgment; coordinate work/projects with other programs and departments; establish and maintain effective working relationships with staff, senior management, representatives of other departments/agencies, officials, contractors and the general public; negotiate effectively; speak clearly and concisely to communicate work-related information in a manner that is understandable to the intended audience; listen and effectively elicit information; prepare clear, accurate, effective, well-organized and understandable written documents and management reports; use a computer to research, access, extract and process data and information; create and maintain records; and prepare correspondence,

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reports and other documentation, including statistical data; assign, train, direct and monitor the work of assigned staff.

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 ~~are~~ may be required for employment in the classification. **Please note** Although these minimum qualifications are typical of the class, additional ~~minimum~~ qualifications (i.e. special conditions) and special conditions may apply to a particular position and will be stated on the job ~~ad~~ announcement.*

~~1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university, and five (5) years 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 college coursework as described in Note B, and four (4) years full time equivalent experience performing professional level analytical work as described in Note A; OR~~

~~3. Possession of a baccalaureate degree from an accredited college or university, and ~~five~~ six (5) years full-time equivalent experience performing professional-level analytical work as described in Note A; OR~~ Qualifying professional-level analytical work includes analysis, development, administration, and reporting in major programs and functions of an organization in the areas of budgets, contracts, grants, policy, or other functional areas related to the duties of positions in the 182X Class series.

~~4. Possession of a baccalaureate degree from an accredited college or university with major college coursework as described in Note B, and five (5) years 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 one (1) year of required 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.

Notes on Qualifying Experience and Education:

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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 1824, 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 1823 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 1824~~

License and Certification:

None

PROMOTIVE LINES

To: 1825 Principal Administrative Analyst II

From: 1823 Senior Administrative Analyst

ORIGINATION DATE:

1/21/1961

AMENDED DATE:

02/05/1979; 11/04/1991; 12/13/1994;
11/07/1995; 12/02/1999; 02/23/2007;
09/28/2009; XX/XX/XXXX

REASON FOR AMENDMENT:

To accurately reflect the current 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: Principle Administrative Analyst II
Job Code: 1825

DEFINITION/INTRODUCTION

Under administrative direction, **the Class 1825 Principal Administrative Analyst II is responsible for** plannings, organizinges, leading,s and may supervise staff engaged in difficult, complex, sensitive, and detailed, **and/or consequential** analytical work including complex quantitative **and qualitative** analysis in the areas of budget, contracts, financial/fiscal, economic, legislative, and administrative policies. **Class 1825 Principal Administrative Analyst II is a unique level in the Administrative Analyst series.**

DISTINGUISHING FEATURES

Class 1825 Principal Administrative Analyst II is a unique level in the Administrative Analyst professional/supervisory/management series. It is distinguished from the **Class next lower level of 1824 Principal Administrative Analyst** by its assignment **to** complex finance and utility analysis, project finance pro-forma development, forecast modeling, debt finance risk management, and statistical modeling typically involving the use of specialized analytical software, complex business intelligence systems and complex analysis of data. Positions in this class maintain senior levels of responsibility with greater independence of action and consequence of error in designing business solutions, formulating recommendations and achieving effective decisions. The financial impact of the work performed by incumbents in these positions is significant, potentially involving hundreds of millions of dollars.

SUPERVISION EXERCISED

A Class 1825 Principal Administrative Analysts II typically supervises staff including lower-level administrative analysts, and/or complex, cross-functional project teams staffed with professional-level employees.

EXAMPLES OF 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. Working independently, researches, analyzes, **forecasts** and makes policy recommendations on unique special projects with significant financial impact or highly visible public issues **including administrative policies, practices, and procedures**; may direct mission-critical financial or operational activities; responds to informational requests, including those of a highly sensitive nature, and may represent the department to the Mayor's Office, Board of Supervisors, Controller's Office, other city officials, outside agencies and the public; acts as executive assistant and provides administrative analysis including complex forecast modeling to high-level managers or a department head.

2. Plans, develops and directs the production of highly complex departmental budget(s); advises management in the budget development and management process, including formulating policy, monitoring, reporting and interpreting budget documents; may negotiate budget proposals within the department and with the Mayor's Office, Board of Supervisors, and other agencies; prepares or supervises staff in the preparation of, budget line-item narratives, complex analyses, recommendations and justification based on complex statistical analyses for

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annual, supplemental and multiyear requests.

3. Establishes, administers, monitors, coordinates and acts as liaison regarding application for and management of ~~the~~ extremely complex, multiple source capital projects and/or grants; ensures compliance of fund reallocations with funding agency requirements; analyzes trends in expenditures and revenues for multi-year budgets; prepares financial/statistical reports for management, Mayor's Office, Board of Supervisors, Controller's Office and other funding agencies; coordinates and monitors departmental reporting to funding agencies including the subvention of funds to contracting organizations and justifies that funds are used as required.

4. Plans, develops, performs and directs work involving extremely complex economic and/or financial analysis including finance and utility rate analysis and modeling, cost/benefit analysis, and capital planning for senior management; determines appropriate methodology and performs difficult financial analyses, including financial forecasting, revenue and/or expense projections, capital requirements, calculation of debt capacity and evaluation of financing alternatives utilizing specialized analytical software to produce complex analysis or data; makes written and oral recommendations on difficult administrative and fiscal issues.

5. Analyzes, evaluates, interprets, and implements new and existing governmental accounting pronouncements and technical guidance; identifies problems with, and develops and implements changes to current financial policies and procedures; may coordinate and oversee the annual financial audit including preparation of audit schedules and governmental accounting standards, and local, state, and federal regulations.

6. Identifies and analyzes highly complex existing, newly enacted and proposed local, state, federal legislation policies and procedures projecting potential impact; advises management on the consequences of proposed and pending legislation and effectively presents recommendations; develops and recommends procedures for the citywide implementation of enacted legislation; may act as legislative liaison to other departments; assists state and federal legislative staff in drafting legislation; advocates and testifies regarding department's position to legislators, committees, and staff; develops comprehensive user manuals to implement legislation, programs and administrative policies; manages implementation of new systems, policies, and procedures.

~~7. Researches, analyzes, forecasts and makes policy recommendations on special projects or highly visible public issues including administrative policies, practices, and procedures; manages implementation of new systems, policies, and procedures.~~

~~7~~8. Plans and directs difficult and detailed staff work involving: preparation of Local Business Enterprise ("LBE") MBE/WBE and contract status reports; conducting competitive contract vendor selection processes including public bids and Requests For Proposals, ensuring adequate and economic distribution of advertisement, requests for proposals and public notices; process highly complex contracts including advertising for bids/proposals, receipt and review of bids, contract negotiation and award and routing through signature/documentation process to certification; coordinate with staff from purchasing, Human Resources, ~~Human Rights Commission,~~ and the Administrative Services office; and provide training and

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DEPARTMENT OF HUMAN RESOURCES**

Job Title: Principle Administrative Analyst II
Job Code: 1825

assistance to staff and contractors on departmental and City contracting policies, procedures, and requirements.

89. Reviews, prepares, and analyzes cost estimates and terms for financially significant new and existing contracts, change orders, and modifications; prepares reports of analyses and related documents; analyzes claims for additional cost reimbursement to determine validity; analyzes contract provisions to determine appropriate reimbursement amount; conducts negotiations with contractors with regard to additional contract terms, cost reimbursement and change order provisions; prepares reports regarding claim status, settlement activities and reimbursement amounts for use by management and city Attorney's Office; maintains records of negotiations.

940. Independently reviews and evaluates financial and business models utilized within an organization. Conducts reviews and appraisals of business models and discusses review findings and recommendations with senior and executive management. Utilizes statistical models to forecast particular outcomes or events.

~~11. Performs related duties and responsibilities as assigned.~~

~~IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES~~

Knowledge of: principles and techniques of governmental organization and management; the principles and techniques of financial/fiscal analysis and budgeting; principles and techniques of economic and policy analysis; principles and techniques of generally accepted accounting principles and government accounting standards; application of statistical and other analytical methods; ~~knowledge of~~ methods and techniques of data collection and analysis; specialized analytical software; applicable local, state, and federal laws and regulations affecting departmental operations; principles involved in the development and implementation of complex systems and procedures; methods, procedures, and techniques needed for negotiations of contract terms, change orders, cost estimates and modifications.

Ability or Skill to: collect, synthesize, and analyze a wide variety of information and data; conduct extremely difficult analytical studies involving complex administrative and financial systems and procedures with ~~and~~ significant financial impact; work with complex business intelligence systems; ~~to~~ oversee programmers and software developers in the production of complex analysis or data; temporarily manage complex, cross-functional project teams; work with authority to identify and define problems, determine methodology, and evaluate data; ~~;~~ make recommendations with appropriate justification and develop/implement a plan of action; plan, prepare, review, and present clear and concise findings and reports; assign and direct the work of subordinates and other staff; establish and maintain effective oral communication with management, officials, representative of other agencies, contractors, and the general public; negotiate effectively; use ~~personal~~ computer and software programs ~~as utilized in various departments~~.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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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 are may be required for employment in the classification. Please note Although these minimum qualifications are typical of the class, additional minimum qualifications (i.e. special conditions) 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 seven (7) years 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 college coursework as described in Note B and six (6) years full-time equivalent experience performing professional level analytical work as described in Note A; OR~~
- ~~3. Possession of a baccalaureate degree from an accredited college or university and **seven eight (78) years of full-time equivalent experience performing professional level analytical work as described in Note A; OR, Qualifying professional-level analytical work includes analysis, development, administration, and reporting in major programs and functions of an organization in the areas of budgets, contracts, grants, policy, or other functional areas related to the duties of positions in the 182X Class series.**~~
- ~~4. Possession of a baccalaureate degree from an accredited college or university with major college coursework as described in Note B and seven (7) years 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 one (1) year of required 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.

~~Notes on Qualifying Experience and Education:~~

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~~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 1825, 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 1824 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 1825.~~

License and Certification:

None

PROMOTIVE LINES

From: 1824 Principal Administrative Analyst

ORIGINATION DATE:

02/23/2007

AMENDED DATE:

09/28/2009; XX/XX/XXXX

REASON FOR AMENDMENT:

To accurately reflect the current minimum qualifications defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S):

COMMN, SFMTA, SFCCD, SFUSD