

## **CITY OF LONG BEACH - ADMINISTRATIVE ANALYST I-IV ASSIGNMENT**

### **EXAMPLES:**

#### DEPARTMENT PERSONNEL ADMINISTRATION

##### Summary:

The Administrative Analyst position may involve assisting with personnel management tasks such as recruitment and selection; onboarding, training, and employee relations; performance management and may assist with conducting administrative investigations; tracking HR data analytics and creating reports; drafting new/revised policies/procedures; integrated disability and absence management; and supporting compliance with relevant laws, regulations, policies, and procedures. Additionally, the role may include coordinating training programs and managing projects aimed at improving organizational efficiency and service delivery. These positions support department specific personnel operations, in alignment with Human Resources and/or Civil Service department guidance.

#### BUDGET AND FINANCE

##### Summary:

The Administrative Analyst position may involve managing budget and finance functions crucial to the municipal government's fiscal operations. Responsibilities typically include analyzing financial data, assisting with preparing budget proposals, monitoring expenditures, and providing financial forecasts and recommendations to city officials. Administrative Analysts may also assist in developing long-term financial plans, conducting cost-benefit analyses for various projects, and ensuring compliance with budgetary regulations and policies. Additionally, they may participate in budget hearings, collaborate with department heads to align budget priorities with organizational goals, and contribute to the overall financial management strategy of the city.

#### PROGRAM/PROJECT MANAGEMENT

##### Summary:

The Administrative Analyst position may involve overseeing program and/or project management functions essential to the effective operation of municipal initiatives. This includes coordinating and evaluating various city programs and/or projects, ensuring they align with organizational objectives and regulatory requirements. Administrative Analysts are responsible for developing program and/or project plans, monitoring progress, and assessing outcomes to optimize efficiency and effectiveness. They may also collaborate with stakeholders, conduct research, and implement best practices to enhance program and/or project delivery and address community needs. Administrative Analysts play a vital role in facilitating the successful implementation and management of diverse programs and/or projects across different city departments.

## GRANTS/CONTRACTS

### Summary:

The Administrative Analyst position may involve assisting in the development and administration of leases and permits, contracts and/or grants critical to securing external funding and managing contractual agreements for various city projects and programs. Responsibilities typically include identifying funding opportunities, preparing grant proposals, and ensuring compliance with grant requirements throughout the project lifecycle. Administrative Analysts also assist with managing contracts by drafting, and monitoring agreements with vendors, service providers, and other stakeholders to ensure timely delivery of goods and services within budgetary constraints. Additionally, they may coordinate with city departments, external agencies, and grantors to facilitate communication and resolve any issues that may arise during the grant or contract implementation process, contributing to the effective allocation and utilization of resources to support the city's initiatives and objectives.

**The examples above do not represent an exhaustive list of duties in the classification.**

The following page [“About the User Departments”](#) contains descriptions of the various departments that utilize the Administrative Analyst classification.