

Administrative Analyst/Specialist

PD No.:PD-7536

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:*	Replacement
Internal Team:*	ST-College of Science STEM Grants - 25080
Job Code/Employee Classification:*	Admin Analyst/Spclst 12 Mo <u>Job Code: 1038</u>
Classification Title:	Admin Analyst/Spclst NE-1
MPP Job Code:	
Position Number:	No position selected.
CSU Working Title:*	Administrative Analyst/Specialist
Salary Range/Grade:	1038-NON-EXEMPT-Grade-1
Reports to Supervisor:	Iqbal Atwal
Reports To:*	Director, STEM ASPIRE Program <u>Position no: ST-00004370</u>
Campus:*	Stanislaus
Division:*	Academic Affairs
College/Program:*	College of Science
Department:*	College of Science STEM Grants - 25080
FLSA Status:	Non-Exempt
Hiring Type:	Temporary
Workplace Type (Exclude Inst Fac):	Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Not mandated
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	Yes
Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	Yes
Control over Campus business processes:	No

Responsibilities requiring license or other: No

Responsibility for use of commercial equipment: No

Is this a Campus Security Authority (CSA): Yes No

Serves a security function: No

Designated recipient for crime/misconduct reports: No

Significant responsibility for Student Activities: No

Significant responsibility for Campus Activities: No

Job Summary/Basic Function:*

Under general supervision the Administrative Analyst/Specialist will oversee the management and reconciliation of a federally funded grant budget, ensuring compliance with financial reporting requirements and accurate budget projections.

Incumbents in positions at this level serve primarily as individual contributors providing day-to-day administration of a program, and/or performing a variety of administrative and technical duties requiring knowledge of methods and procedures in support of an organizational unit. Administrative and analytical work relates primarily to operations and procedures.

Minimum Qualifications:*

Education/Experience: Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

Required Qualifications:

- General knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods.
- Working knowledge of general practices, program, and/or administrative specialty.
- Basic knowledge of and ability to apply fundamental concepts.
- Working knowledge of budget policies and procedures.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

Preferred Qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Minimum of two years of experience managing budgets.
- Demonstrated experience in budget reconciliation and financial reporting
- Experience working in a higher education environment.

Special Conditions:

License / Certification:

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50	<p>Information Gathering and Analysis</p> <ul style="list-style-type: none"> • Develop and manage a federally funded grant budget. • Responsible for monthly budget reconciliation and the creation of monthly reports. Also responsible for the development of budget reports to fulfill grant reporting requirements. • Analyze budgetary data and provide accurate budget projections. • Research and document specific program costs. • Maintain all budget information in an appropriate, complete, and timely manner. • Prepare and process all budget transaction paperwork, such as purchase orders and time sheets, to ensure appropriate expenditures and salaries are carried forth. • Maintain all necessary budget-related documentation. • Advise Project Director on appropriate procedures and deadlines for finance and budget. • Compile budget data obtained from Project Leads and compose reports. 	Essential
40	<p>Administrative Support and Office Coordination</p> <ul style="list-style-type: none"> • Organize, schedule, and coordinate meetings and/or events, including notification and scheduling with individuals, preparation of materials, developing agendas, recording minutes, developing and creating presentation materials and ensure completion of follow-up activities. • Oversee travel-related activities and expenses associated with grant project. Process travel forms, coordinate travel arrangements, ensure compliance with travel policies and guidelines, and manage travel expenses within the allocated budget. • Implement and communicate office policies and procedures. • Purchase office supplies and equipment. • Maintain project resources such as supplies and equipment. • Assist in recruiting, selecting, training, and provide lead work direction of student assistants. • Collaborate with the Project Director and Project Leads in the implementation of all grant projects activities and ensure compliance with applicable program requirements and regulations. 	Essential
10	<ul style="list-style-type: none"> • Other duties as assigned. 	Essential

Physical Mental and Environmental Demands

** Physical Mental and Environmental Requirements Must be Completed for all Positions

**

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Constantly - Essential
Crawling:	Never
Decision Making:	Frequently
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Never
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Frequently
Sitting:	Constantly
Standing:	Occasionally
Stooping Kneeling or Squatting:	Never
Walking:	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Never
Excessive Noise:	Never
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never

Extreme Temperature (hot or cold): Never
Indoor (Typical office environment): Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1
Description:**

Other Environmental Req No.1 Frequency:

**Other Environmental Requirement No. 2
Description:**

Other Environmental Req No.2 Frequency:

**Other Environmental Requirement No. 3
Description:**

Other Environmental Req No.3 Frequency:

Other Environmental Requirements: