

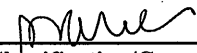


Position Description

California State University, Los Angeles

Human Resources Management

Administrative Analyst
 Job Code Classification
 Administrative Analyst
 Working Title
 Office for Students with Disabilities
 Department
 Gonzalo Centeno/Director
 Name/Title of Appropriate Administrator

Incumbent (HRM Use Only)
 3437
 Position Number
 Gonzalo Centeno/ Director
 Name/Title of Lead or Supervisor

 Classification/Compensation Manager Approval
 (HRM Use Only)

- Position Description for New Position
- Updated Description of an Existing Position
- Request Classification Review of Existing Position

JOB SUMMARY: Provide a short narrative to be used on the promotional announcement.

See attachment.

LIST REQUIRED AND/OR DESIRED QUALIFICATIONS.

A. **Requirements:** Ability and/or interest in working in a multicultural/multiethnic environment.

See attachment.

B. **Desired Qualifications:**

EMPLOYMENT CONDITIONS:

- Full Time
- Part Time
- Positive Attendance

Work Schedule: (List days & hours) M-Tr 9 am - 6 pm; F 8 am - 5pm

- Permanent
- Non-Tenurable (MPP)
- Temporary: If temporary, select Option A, B or C

Option A Appointment expires on or before Enter text or press space bar to leave blank.
Month/Day/Year

Option B Duration Enter text or press space bar to leave blank. months

- Option C
 - 30-Day Appointment
 - 60-Day Appointment
 - 90-Day Appointment
 - 180-Day Appointment

Live Scan (HRM Use Only)

EDUCATIONAL/TECHNICAL BACKGROUND REQUIRED:

A. Certificates, license(s) or degree(s) required:
Certificate:

License:

Degree/Major from an accredited college or university:

B. Machines, tools, equipment and motor vehicles used during job performance.

C. Working Conditions: Outline the specific physical, mental and environmental conditions/requirements associated with the essential functions of this position using the "Working Conditions Demand" Form.

MANDATED REPORTING: The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment. (HRM Use Only)

- Limited Reporter
- General Reporter

ESSENTIAL FUNCTIONS: According to EEOC regulations, essential functions are those job duties which must be performed by the employee with or without making a reasonable accommodation for a disability; they cannot be reassigned or restructured without changing the essence of the position, or seriously disrupting the operations of the unit. Estimate the percentage of time spent performing the functions, the skills and knowledge required, and the result or output expected. List the essential functions in descending order, beginning with most important.

% of Time	Essential Functions (Attach if Necessary)	Skills & Knowledge Required	Results/Outputs Expected
See attachment.			

OTHER FUNCTIONS: These functions may be currently assigned to the position, if necessary, "reasonable" accommodation may be made by restructuring the work or reassigning the responsibilities to other staff.

See attachment.

PURPOSE AND NATURE OF WORK RELATIONSHIPS: List and define the working relationships with people and/or entities on and off campus (other than the supervisor or persons supervised) with whom this employee interacts on a continuing basis, and how often these interactions occur, i.e., daily, monthly.

See attachment.

Serve as the principal liaison to diverse constituencies composed of students, staff, faculty, and community.

POSITIONS REPORTING DIRECTLY TO THIS POSITION: Indicate their title and hours per week (list on organizational chart).

See attachment.

N/A

SIGNATURES: The signatures of supervisor/administrator authorize the assigned duties and responsibilities. The signature of the incumbent indicates he/she has received a copy of this position description, has read it, and discussed it with the supervisor.

Incumbent

[Handwritten Signature]

Date

02/19/2024

Lead or Supervisor

Jennifer Celaya Davis

Jennifer Celaya Davis (Feb 19, 2024 17:21 PST)

Date

02/19/2024

Dean/Department Head/Director

Patrick Day

Patrick Day (Feb 20, 2024 17:10 PST)

Date

02/20/2024

Appropriate Administrator (if different from above)

Date

ADMINISTRATIVE ANALYST

Under the direction of the Director and Associate Director this position holds general administrative responsibilities in direct support of the Office of Students with Disabilities. This is a customer-service-oriented position with duties specifically related to assuring the efficiency, effectiveness and overall success of the University's services and programs for students with disabilities, serving as the principal liaison to diverse constituencies comprised primarily of students, staff, faculty, and community members.

ESSENTIAL FUNCTIONS/JOB DUTIES:

This position has responsibility for monitoring the administrative functions and fiscal activities of the OSD Office, including the coordination and review of quarterly financial assessments. The incumbent must have the capacity to track expenditures and monitor budgets, making projections and recommending courses of action as necessary. The incumbent will also provide support to the grant programs administered by OSD as needed.

This position assists the Directors in developing, planning and implementing operating procedures and policies for OSD. The Administrative Analyst advises the Directors in the overall operations of OSD, regarding administrative processes, workflow, and customer service. This type of significant support requires excellent analytical skills, good judgment and detailed follow-up.

This position often refers students to appropriate departments or individuals while demonstrating a high level of commitment to customer service.

This individual is the fiscal coordinator for the annual budget (state funds) of the programs and services of OSD. Often compiles data and information to be used in support of, or justification for, the annual operating budget, grant request and proposals. Typically provides critical start-up support and maintenance for major new initiatives within OSD.

Analyzes and assists in realigning major budget categories and line items for programs and services to comply with generally acceptable accounting principles. Arranges and leads periodic meetings with other support staff to advise them of office procedures related to administrative, fiscal, personnel and various other matters pertinent to OSD. Monitors budgetary expenditures by categories and accounts and produces ad hoc budget analysis reports. Coordinates and prepares quarterly financial assessments.

This individual must be thoroughly knowledgeable of state general fund and University Auxiliary Services accounting procedures and be able to apply this knowledge daily to prepare budget transaction documents, payment vouchers, purchase requisitions and invoice approval documents. This position also processes and tracks all state and auxiliary fiscal transactions related to the OSD budget, such as requisitions, printing orders, facilities work orders, budget and expenditure transfers, staff transactions, job descriptions, job requisitions, and staff separations.

This individual advises the Directors on state and University Auxiliary Service policy and procedures related to personnel, budgets and related operational functions to meet programmatic goals. Acts as internal and external resource on policy and procedural matters and performs other duties as assigned.

60% Developing, planning and implementing operating procedures, budget, personnel, payroll and policies for OSD.

30% Budgetary functions, Data entry, personnel functions, supervising student assistants, payroll, and personnel

10% Assisting with general responsibilities of the Office for Students with Disabilities

Skills & Knowledge Required

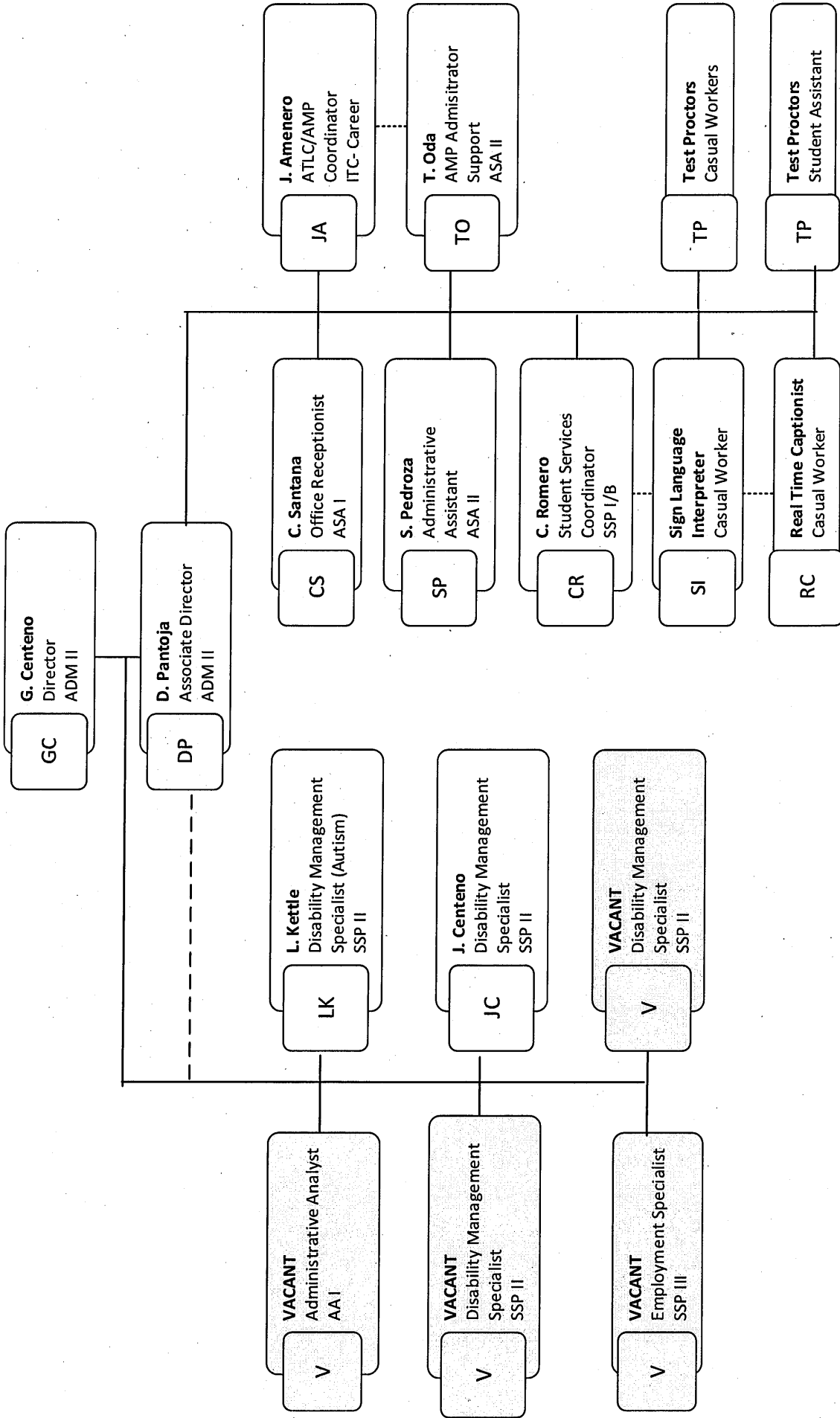
Working knowledge of general practices, program, and/or administrative specialty. Basic knowledge of and ability to apply fundamental concepts. Working knowledge of budget policies and procedures. Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty. Ability to organize and plan work and projects including handling multiple priorities. Ability to make independent decisions and exercise sound judgment.

Required Qualifications & Experience

Equivalent to a bachelor's degree from an accredited college or university and/or at least three years of progressive experience providing day-to-day support of a professional administrative office. Must be able to: independently compose documents, letters, announcements, etc.; efficiently multi-task; deal with conflicting priorities and have effective time management skills; demonstrate competence with Microsoft Office software; be a problem solver demonstrating competence in independent judgment; use a high level of discretion and ability to appropriately handle highly confidential documents and situations. Must be able to work independently and exercise sound judgment; maintain strict confidentiality in all matters; and establish and maintain effective working relationships. Incumbent must also demonstrate the ability and /or interest in working in a multicultural/ multiethnic environment.



**OFFICE FOR STUDENTS
WITH DISABILITIES**



WORKING CONDITIONS DEMAND FORM

A. Physical

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Repetitive use of feet/hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Stoop, kneel, crouch, crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Test/Analyze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Drive motor vehicles and operate equipment ..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Operate scientific equipment and machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Weight

Does job require that weight be lifted or force exerted?

Yes No

Check the appropriate boxes. (In measures of time)

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Up to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Up to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. More than 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach addendum on the specific job duties that require the physical effort selected above.

C. Vision

Does this job have special vision requirements? Yes No

Check all that apply.

1. Close vision (clear vision at 20 inches or less)
2. Distance vision (clear vision at 20 feet or more)
3. Color vision (ability to identify and distinguish colors)
4. Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
5. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
6. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
7. No special vision requirements.

D. Mental

Indicate the extent of mental effort required for the job. Check the appropriate box. (In measures of time)

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Direct others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Write	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use math/calculations ..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Work at various tempos	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Concentrate amid distractions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Remember names	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remember details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Make decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Work rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Examine/observe details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Make notes on the specific job duties that require the mental effort selected above.

E. Environmental

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Noise

How much noise is typical for the work environment of this job? Check the appropriate level below.

1. Very quiet (examples: forest trail, isolation booth for hearing test)
2. Quiet (examples: library, private office)
3. Moderate noise (examples: business office with computers and printers, light traffic)
4. Loud (examples: large earth-moving equipment)
5. Very loud (examples: jack hammer work, front row at concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.