

Administrative Analyst

PD No.:PD-7448

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:* New (Create a new Position Description)

Internal Team:* ST-Health and Wellness - 51200

Job Code/Employee Classification:* Admin Analyst/Spclst 12 Mo
Job Code: 1038

Classification Title: Administrative Analyst/Specialist II, Exempt

MPP Job Code:

Position Number: New Position Number
Position no: ST-11110000

CSU Working Title:* Administrative Analyst

Salary Range/Grade: 1038-EXEMPT I-Grade-2

Reports to Supervisor: Amy Diaz

Reports To:* Director, Student Health Center
Position no: ST-10003460

Campus:* Stanislaus

Division:* Student Affairs

College/Program:* Health and Wellness

Department:* Health and Wellness - 51200

FLSA Status: Exempt

Hiring Type: Probationary

Workplace Type (Exclude Inst Fac): On-site (work in-person at business location)

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* Limited - The person holding this position is considered a limited 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.

Conflict of Interest:* None

NCAA: Yes No

Is this a Sensitive Position?: Yes No

Care of People (including minors) Animals and Property:	Yes
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	Yes
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):	<input type="radio"/> Yes <input checked="" type="radio"/> 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:*	<p>Under general direction the Administrative Analyst will provide support within the Student Health Center.</p> <p>Incumbents in positions at this level perform the full range of work related to program and policy research, analysis, development, evaluation, and/or operational and fiscal analysis related to an administrative specialty. Work requires applying a theoretical knowledge base to develop recommendations and conclusions.</p>
Minimum Qualifications:*	<p>EDUCATION: 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.</p>
Required Qualifications:	<ul style="list-style-type: none"> • General knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. • Knowledge of and ability to apply fundamental concepts. • Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit. • Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty. • Working knowledge of operational and fiscal analysis and techniques. Working knowledge of budget policies and procedures. • Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved. • Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations. • Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to make independent decisions and exercise sound judgment. • Ability to train others on new skills and procedures and provide lead work direction. • Thorough knowledge of and ability to apply extensive expertise to complex programs and/or administrative specialties, including pertinent laws and regulations. • Demonstrated expertise in and advanced knowledge of the principles, problems, and methods of public and business administration and operational and fiscal management. • Expertise in administrative survey techniques, operations and systems analysis, statistical and research methods, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies. • Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions. • Ability to work with representatives from public and private entities and handle potentially sensitive situations. • Demonstrated consultative skills in working with internal and external constituent groups. • Ability to effectively present ideas and concepts in written or presentation format and use consultative and facilitation skills to gain consensus. • 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:

- Three (3) years of related office work experience
- Two (2) years of work experience in Health Wellness Center or related area.
- Bachelor's degree in Business Administration, Public Administration or other related degrees.
- Prior experience with coordinating processes and procedures or related field highly preferred.
- Prior experience in a CSU or in another higher education setting preferred.

Special Conditions:

- May be required to work after-hours, evenings, or weekends.
- Travel between Turlock and Stockton Campuses.
- Valid California Driver's License

License / Certification:

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Administrative Support Coordinator
Student Assistants

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
35	<p>Program Administration:</p> <ul style="list-style-type: none"> • Conduct analysis from a strategic and operational perspective, initiating, analyzing, and utilizing efficient workflows and enhance the system's use for the department. • Develop procedures and provide training for the proper department staff. • Independently prepare legislative, systemwide, and grant compliance reports in compliance with individual reporting requirements. • Oversee documentation processes. • Annually review campus and CSU system policies and guidelines. • Update unit procedures, accordingly, implementing changes and providing training to department personnel as appropriate. • Facilitate the annual review process for department manuals, including unit manuals. • Disseminate updated materials and coordinate training if required. • Lead related committees. • Ensure compliance with applicable regulations or requirements governing the program. • Serve as a liaison to outside agencies or entities related to the program. 	Essential
30	<p>Administrative Operations and Coordination:</p> <ul style="list-style-type: none"> • Financial analysis, planning, and fund management. • Budget analysis. • Accounting and administration. • Human resources and faculty relations. • Systems planning, development, and administration. • Office automation planning and coordination. • Facilities planning and administration. • Contract administration. • Construction coordination. • Emergency services and coordination. • Event planning and coordination. • Publications development and coordination; and university development functions. 	Essential
30	<p>Administrative Systems Development and Policy Coordination:</p> <ul style="list-style-type: none"> • Analyze, design, implement, and evaluate various administrative systems to support organizational unit operations. • Advise management on policies and procedures related to finance, budgets, personnel, and related operational functions to meet programmatic goals. • Act as an internal and external resource on policy and procedural matters. • Lead or coordinate projects involving the management of external parties. 	Essential
5	<p>Other duties as assigned:</p> <ul style="list-style-type: none"> • May be required to obtain additional training and/or certification as part of professional development, based on department and/or campus needs, to stay current with industry standards. • The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification. • At the direction of appropriate administrator, may provide support to other areas/department withing functional area/departments as needed. • May provide lead work direction to support staff. 	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:	Frequently
Crawling:	Never
Decision Making:	Frequently
Keyboarding and Mousing:	Frequently
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Occasionally
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Frequently - Essential
Sitting:	Frequently
Standing:	Frequently
Stooping Kneeling or Squatting:	Occasionally
Walking:	Frequently

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: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Extended periods of sitting, keyboarding, and manipulating a computer mouse or similar device

Other Physical and Mental Req No.1 Frequency: Frequently

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:	Occasionally
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Frequently

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:	Fast passed office environment with high traffic level. Student-centered focus and strong commitment to customer service.
Other Environmental Req No.1 Frequency:	Frequently
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:	