



Associate Analyst

Class Code:
5003

Bargaining Unit: Unrepresented - Non-management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Jan 11, 2017
Revision Date: Feb 27, 2019

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

Job Definition:

Under general supervision, reporting to a Management Analyst or Principal Analyst classification, this position performs administrative, operational and financial support assignments in support of division or departmental operational activities. Provides technical support to professional staff and performs other related duties as assigned.

Distinguishing Features:

This is a journey level position that is fully competent to provide project and/or analytical work in a variety of Divisions or units as designated by management. Areas of responsibility may include project management, financial / accounting transactions, grants administration and other administrative assignments relating to the operations of the Division. This classification is distinguished from the Management Analyst in that that latter may have supervisory responsibilities and performs the more complex analytical work with greater impact due to size or scope or may have ongoing programmatic responsibilities in addition to the analytical responsibilities.

EXAMPLES OF DUTIES:

Examples of Essential Job Duties:

Note: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties, or may perform portions of each section. The omission of a specific job duty does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another stated job duty

1. Plans and organizes administrative or management studies or projects of moderate scope relating to the activities or operations of the assigned division or functional area.

2. Assists in the development and implementation of division or departmental goals and objectives. Gathers data and participates in surveys to analyze systems or procedures; makes recommendations on methods or systems to improve efficiencies and delivery of services.
3. Assists in developing and administering the annual budget, including gathering information and monitoring expenditures and revenue.
4. Compiles and gathers data and prepares administrative or fiscal reports. This may include performing complex financial and statistical analysis, and preparation of budget estimates.
5. Assists in the preparation of monthly statistical reports for judicial officers and court leadership.
6. Compiles, cleans, analyzes, and formats data for statistical reports.
7. Retrieves, cleans, and merges statistical and financial data.
8. Assists with data quality assurance for filings, caseload, and workload data.
9. Prepares financial policies and procedures, trains court staff regarding these policies and procedures.
10. Identifies and resolves a variety of financial and statistical issues through analysis, and collaboration with internal and external partners. Presents viable recommendations for problem resolution.
11. Reviews contracts, invoices, and other Court agreements and performs various financial analysis and reconciliations.
12. Coordinates all activities associated with grants and contracts, including assisting with preparation and writing of grant applications, ensuring timely and accurate submission. Assists in the development of the financial tracking and reporting mechanisms to monitor expenditures for grant funded programs. Monitors and tracks grant administration, ensuring compliance with policies and procedures in accordance with state, federal and organizational guidelines. Identifies and resolves compliance issues. Serves as liaison with Court Program Managers and external funding agencies; assists in the development and communication of financial and programmatic recommendations to Court Program Managers.
13. Performs other duties of a similar nature, as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college.

And

Experience:

The equivalent to two years of full-time professional experience in administrative, systems or operational analysis.

Education Substitution:

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2080 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, practices and methods of administrative and operational analysis.
- Work planning, project management, data collection and analytical techniques.
- Financial and statistical practices and procedures.
- Fundamental grants administration and compliance tracking.

Ability to:

- Independently conduct analytical studies; organize and prioritize work assignments and activities; exercise discretion and independent judgment in the performance of assignments
- Demonstrate excellent verbal, written communications and analytical skills;
- Synthesize data and compile results in a clear and concise manner.
- Prioritize tasks and manage competing priorities;
- Develop and maintain professional relationships with colleagues, internal clients, the public, and external agencies;
- Develop budgets, track expenditures and critical reporting requirements or timelines.
- Demonstrate strong problem solving skills and develop effective resolutions.
- Prepare clear and concise reports and other written material.
- Work collaboratively in team environment.
- Utilize a computer and relevant software applications and other equipment as required.