

# Cachuma Operation and Maintenance Board

2022

## ADMINISTRATIVE ANALYST

### DEFINITION

Under general direction, performs responsible, professional analysis in support of the work activities of COMB including operations, engineering, administrative and fisheries division activities; provides technical and administrative support including bookkeeping and recordkeeping tasks; organizes, and implements special projects, evaluations, and special studies; assists the Administrative Manager in all aspects of professional administrative functions as needed; participates in the development of policies and procedures involving administrative, operations, internal systems, and infrastructure / habitat improvement projects; assists in documentation of administrative / historical records related to all divisions; coordinates the processing of environmental permits; contributes to fiscal and technical management practices; and performs related duties as assigned.

### CLASS CHARACTERISTICS

The Administrative Analyst position is a unique, single class in the administrative division. The incumbent performs a wide range of project-oriented research and analysis, including statistical analysis, policy development, procedural evaluation, system performance evaluation, special projects, facilities improvement alternatives analysis, and the coordination of projects and activities within other divisions. Assignments are received in the form of general instructions and objectives to be achieved.

The Administrative Analyst is expected to exercise initiative and independent judgment in developing relevant information and resources, coordinating work activities with other divisions, and selecting analytical methods and techniques appropriate to the issues under study. An incumbent reports to the Administrative Manager/CFO.

### EXAMPLES OF DUTIES

*The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the class.*

- Works with staff to develop and improve operational practices in support of COMB's mission, strategic plans and values.
- Capable of performing general bookkeeping duties in accordance with established policies and procedures.
- Performs other routine administrative duties as required including, but not limited to entering computer data, copying, scanning and filing documents, attending meetings and preparing notes or procedure guides.
- Plans, organizes and conducts research and analyses regarding policies, project proposals, operational procedures, facilities performance, system capabilities and system supply and demand characteristics; identifies weaknesses or shortfalls; develops guidelines for systems operations; formulates recommendations for facilities improvements, system

operational changes and operating procedures; produces and maintains operational plans to document findings and recommendations.

- Utilizes appropriate data and analytical resources where they exist, including but not limited to, site visits, financial records, geographical information systems, hydraulic modeling studies, supervisory control and data acquisition records, facility performance data, historical maintenance and work order records, engineering construction records, topographical maps, and engineering standards.
- Develops data resources as needed to support analysis where existing sources are not available including supporting formats, quality assurance, procedures for collection and maintenance, and accessibility with consideration for relevance to other work groups or applications; instructs staff members on data collection methods; coordinates the development of database maintenance procedures.
- Participates in the preparation of a variety of interagency and interdepartmental analytical reports, commentaries and correspondence; reviews and prepares comments on draft reports developed for Agency and outside agency review; coordinates with other divisions as needed; creates graphs, tables, slides and other visual aids to illustrate technical studies and assist in project presentations.
- Coordinates and performs field surveys to document facility layouts, operating conditions and system operational procedures and concerns; consults with field staff to obtain input regarding facilities, equipment or procedural changes to improve operating efficiency.
- Participates in all aspects of operations and maintenance special project implementation, including alternative analysis, cost benefit evaluation, water quality considerations, scope definition, funding procurement, interdepartmental coordination, customer coordination, writing and procuring agreements, coordination with vendors and contractors, and documentation in Agency records and databases.
- Using databases and other methods of tracking system status and performance, monitors and analyzes system operating characteristics including local demand centers, peak demand conditions, facility flow histories and seasonal supply/demand variations.
- May analyze or participate in development of Agency and department budget proposals.
- Assist in background summaries on the development and usage of water supply sources.
- Reviews, revises and comments on technical reports, environmental documents, project proposals and facilities cost analyses.
- Participates on assigned interdepartmental committees established to evaluate special applications and programs, information systems, data, and reporting requirements procedures, systems, projects and alternatives.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Pertinent federal, state and county laws, codes, rules, regulations and standards affecting areas of responsibility.

Strong analytical and communication skills (oral and written).

Ability to work effectively with others in a team-oriented environment.

Proficient in the use of spreadsheets and databases.

Demonstrated excellent analytical ability in applying specialized and conceptual knowledge in the areas of responsibility, including supply and demand forecasting, analysis, modeling and resource planning.

Solid working knowledge in MS Office Suite.

Experience reading, extrapolating, and understanding GIS (Geographic Information Systems) data.

Ability to analyze resource issues and present findings and recommendations in a logical and understandable manner.

Ability to develop policy statements and supporting justification.

Ability to respond and work effectively in a high-pressure environment requiring flexibility to meet changing demands.

Demonstrated goal setting and conflict resolution skills.

### Ability to:

Interpret, understand and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to assigned areas of responsibility.

Effectively use computer programs for administrative record-keeping and reporting.

Research, analyze, summarize, develop conclusions and make sound independent recommendations regarding operational data both manually and using computer modeling and analysis software.

Interpret drawings, maps, plans and specifications, graphs and statistical data.

Prepare clear visual displays, such as maps, graphs and illustrations.

Communicate effectively orally and in writing.

Prepare clear and concise technical documents, reports, correspondence and other written materials.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow and apply written and oral work instructions; make sound independent judgments within established guidelines.

Analyze problems, evaluate alternatives and make sound recommendations in support of goals.

Exercise sound independent judgment in accordance with established policies and procedures.

Safely operate a variety of office equipment.

Maintain confidentiality as required.

#### Education:

Graduation from a four-year college or university with major course work in natural or physical sciences, environmental or civil engineering, economics, natural resources, urban or regional planning, public administration or a closely related field plus at least two (2) years of recent experience performing functions related to the essential duties of this position; OR a related Master's degree plus at least one (1) year of recent experience performing functions related to the essential duties of this position.

#### Other Requirements:

Possession of a valid California driver's license and an insurable driving record.  
Must pass a pre-employment physical, which includes drug screening.

#### **TYPICAL PHYSICAL REQUIREMENTS**

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

Requires the ability to sit at desk for extended periods of time and intermittently walk, stand, climb, stoop, kneel and reach while performing office duties; lift and/or move up to 15 pounds frequently and 25 pounds occasionally; move and arrange equipment and furniture; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.