ADMINISTRATIVE ANALYST

Principal Administrative Analyst II (0731)
Principal Administrative Analyst I (7241)
Principal Administrative Analyst I – Supervisor (7259)
Senior Administrative Analyst (7242)
Senior Administrative Analyst – Supervisor (7257)
Administrative Coordinator (7226) Administrative Coordinator – Supervisor (7227)
Administrative Analyst (7243) Administrative Analyst – Supervisor (7258)
Assistant Administrative Analyst (7244)

SERIES CONCEPT

Administrative Analysts conduct or supervise responsible and complex administrative analysis requiring a knowledge of University administrative organization, policies, procedures, and practices; and perform other related duties as required. Incumbents make analytical studies for campus or University-wide administrative officers; study existing and proposed administrative organizational structure, policies, and procedures; plan details of administrative studies; determine and locate sources for collecting information and data; review, analyze, and summarize reports of administrative officers, committees, and agencies; prepare directives, regulations, and other instructions for issuance to subordinate administrative units; provide consultative service in administrative management to departmental administrators; develop and recommend new administrative organizational structure, policies, and procedures; and establish and maintain contact with officials in the University, government, and industry for the collection and exchange of information.

Assignments are usually given on a project basis and incumbents are expected to fully analyze the problem, gather data and information, find and evaluate alternative solutions, and make a final recommendation. Administrative Assistants may perform some administrative analysis, but their work primarily concerns the day-to-day administration of a unit including the responsibility for making decisions.

CLASS CONCEPTS

Principal Administrative Analyst II and I
Principal Administrative Analyst I – Supervisor

Incumbents are responsible for performing the highest level of administrative analysis. Positions are allocated to these levels on the basis of internal comparison, the nature and scope of responsibilities, and the specialized requirements of the work.

Senior Administrative Analyst
Senior Administrative Analyst – Supervisor

Incumbents (a) provide staff assistance to campus officials in studying and developing recommendations that lead to major changes in organization, policies, procedures and practices, and may supervise other Administrative Analysts, or (b) conduct responsible and complex analysis of
administrative organization, policies, procedures, practices, and cost-benefit studies on a University-wide basis. Administrative analysis duties are performed under minimal supervision and work is reviewed in terms of meeting specific goals and objectives.

Typically at this level, incumbents develop and recommend new administrative organizational structure, policies, and procedures that apply campus-wide, University-wide, or to a large and complex school or college; review, analyze, and summarize reports of high level administrative officers, committees, and agencies; prepare directive, regulations, and other instructions for issuance University-wide, campus-wide, or to major administrative units; conduct difficult negotiations to implement specific recommendations that may include, coordinating the implementation with several service departments such as accounting, data processing, personnel or with a number of other different departments; conduct cost-benefit studies; provide advice and assistance to other Administrative Analysts on the more difficult problems; provide consultative service to campus officials; and may supervise the work of other Administrative Analysts.

**Administrative Coordinator**
**Administrative Coordinator – Supervisor**

There are no class concepts for the Administrative Coordinator classification but it is used when a position is considered higher than an Administrative Analyst but lower than a Senior Administrative Analyst.

**Administrative Analyst**
**Administrative Analyst – Supervisor**

Incumbents perform the responsible and complex administrative analysis with only general supervision. The majority of administrative analysis duties on a campus are performed at this level.

Typically at this level, incumbents analyze existing and proposed administrative organizational structure, policies, and procedures; identify details of administrative studies; determine and locate sources for collecting information and data; review, analyze and summarize reports; prepare directives, regulations, and other instructions for issuance to subordinate administrative units; and provide consultative service in administrative management to departmental administrators. Assignments are usually given on a project basis and incumbents are expected to analyze fully the problem, gather data and information, find and evaluate alternate solutions, and make a final recommendation.

**Assistant Administrative Analyst**
**Assistant Administrative Analyst – Supervisor**

Incumbents perform administrative analysis under the supervision of a higher level Administrative Analyst. Assignments may be more limited than those at the Administrative Analyst level, but the primary distinction is the degree of independence with which the incumbent performs a wide variety of administrative analysis functions.
MINIMUM QUALIFICATIONS

Principal Administrative Analyst II
Graduation from college with a major in business administration, economics, operations research, statistics, political science, educational administration, or an allied field, and seven years of experience in administrative analysis or operations research; or an equivalent combination of education and experience.

Principal Administrative Analyst I
Graduation from college with a major in business administration, economics, statistics, political science, educational administration, or an allied field, and six years of experience in administrative analysis or operations research; or an equivalent combination of education and experience.

Senior Administrative Analyst
Graduation from college with a major in business administration, economics, statistics, educational administration, political science, or an allied field, and four years of experience in administrative analysis or operations research; or an equivalent combination of education and experience.

Administrative Coordinator
Graduation from college with a major in business administration, economics, statistics, educational administration, political science, or an allied field, and three years of experience in administrative analysis or operations research; or an equivalent combination of education and experience.

Administrative Analyst
Graduation from college with a major in business administration, economics, statistics, educational administration, political science, or an allied field, and two years of experience in administrative analysis or operations research; or an equivalent combination of education and experience.

Assistant Administrative Analyst
Graduation from college with a major in business administration, economics, statistics, educational administration, political science, or an allied field; or an equivalent combination of education and experience.

Positions allocated to the supervisory titles must also meet the criteria for supervision as defined in the Guidelines for Requesting Supervisory Designation for Positions.
**SUPPLEMENTAL GUIDELINES TO ANALYST CLASSIFICATION SERIES**

Legend to Analyst Supplemental Classification Guidelines

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**DIFFICULTY**

**ASSISTANT ANALYST**

There is a wide variety of analysis performed under supervision, or independent responsibility for analysis of project with limited variety; assignments are under a project basis and involve report writing; make recommendations with alternative; there is a knowledge of theoretical concepts of the field; operates under supervision, including self-regulatory processes; can't deviate significantly from established standards.

**ANALYST**

There is a wide variety of analyses performed independently. Higher level input is required where there are large numbers or inter-dependent variables, usually campus-wide. In addition to theoretical knowledge at Assistant level, applies knowledge attained in work environment; works without close supervision and/or within processes that are not "self regulatory"; solutions require innovation and alternate recommendations within existing programs which may significantly differ from established norms.

**SENIOR ANALYST**

Specialization of analysis and number of different variables dictates that there is less review of recommendations and their end product; innovation in analysis is required as at Analyst level, but policy application and problems are unique, and the solutions require "first time" applications and practices. Number of variables or variety normally requires supervising or working through other Analysts.

**PRINCIPAL ANALYST**

Operates on the forefront of practice (has never been done in campus before). Develops programs based on untested, high level knowledge where few, if any, precedents have been set; the likelihood of program success may be less since it is more difficult to test hypotheses without implementing and evaluating programs - there is more risks-taking and person is breaking new ground; level of analysis tends to be more general than at Senior level since the application must consider more variables, i.e., how the institution's goals and objectives will be affected (teaching, research, budget).
**IMPACT:**

**RESULTS OF DECISIONS OR RECOMMENDATIONS (WHAT ACTUALLY HAPPENS)**

ASSISTANT ANALYST  Policy or procedural changes are only limited by amount of supervision received by higher level or self-regulatory processes.

ANALYST  Analysis and recommendations of problems, decisions, or planning which requires alternate solutions or plans of action are ultimately made by a higher level.

SENIOR ANALYST  Decisions directly affect policies and procedures of such campus-wide programs as medical student, Academic Affairs, and Business and Finance often requiring input from other Analysts and/or departments.

PRINCIPAL ANALYST  Decisions and recommendations to supervisor. Involve new programs and/or their development which affect the directional aspects of the department (goals and objectives) which in turn may affect campus programs.

**ONGOING: VS. NEW PROGRAMS**

ASSISTANT ANALYST  Under supervision, primarily deals with ongoing programs or changes.

ANALYST  Deals with ongoing programs and gives essential and important input to unique or first-time programs.

SENIOR ANALYST  Controls ongoing programs with responsibility for the development of new programs, policies, and/or procedures for possible implementation.

PRINCIPAL ANALYST  Performs analysis of issues, such as budget, staffing, and other matters which relate to the implementation of new programs.

**PARTICIPATES IN THE IMPLEMENTATION OF CHANGE**

ASSISTANT ANALYST  Under supervision, provides analysis of limited segments of changing programs.

ANALYST  Is a major effector of changes to operating departments within the broad interpretations of University Policy.

SENIOR ANALYST  Develops implementation processes typically requiring coordination of multiple campus departments (plans the campaign).

PRINCIPAL ANALYST  Provides the conceptual framework for change with responsibility for strategically reducing the resistance to change, resolution of conflicts and generally providing expertise in the change process.
UNIT HEAD

SENIOR ANALYST Assigns, coordinates, and reviews the work of other professionals; evaluates performance; takes corrective action.

PRINCIPAL ANALYST In addition to duties performed at Senior level, performs multiple program planning and development; gives significant input to the budgetary process; duties require consideration of the unit's goals and objectives.

SENIOR ADMINISTRATIVE ANALYST
- **Impact**: College-Wide, School-Wide
- **Scope**: Specialist, thus narrow in scope
- May supervise other analysts
- Typically report to high level staff positions (i.e., Prin. Analyst, MSO's)

PRINCIPAL ADMINISTRATIVE ANALYST I
- **Impact**: Major segment of campus or campus-wide
- **Scope**: Generalist, broad in scope more variables considered (how the institution's goals and objectives will be affected)
- May supervise other analysts
- Typically report to management program positions
- Coordinates the function; provides management with high level recommendations. Management presents to approving body (i.e., Dean, Executive Council)

PRINCIPAL ADMINISTRATIVE ANALYST II
- **Impact**: Campus-wide
- **Scope**: Generalist, broad in scope
- Typically supervises other analyst and/or other staff which comprise a unit
- Typically report to Vice Chancellors
- Manage the function; make management decisions as to direction of studies and unit's work. Presents recommendations to approving body or if incumbent does not manage a function, then must perform analysis, develop recommendations and directly participate in major management decision. Has significant impact on overall management of campus or unit.