OVERVIEW

Administrative Analysts:
• conduct responsible and complex administrative analysis requiring a knowledge of University administrative organization, policies, procedures, and practices;
• 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;
• 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.

ASSISTANT ADMINISTRATIVE ANALYST
• Entry level into Analyst series, coming in with theoretical knowledge but not much experience. Developmental to get practical experience, not for long term independent positions.
• May be used to under fill another position while being supervised closely to be trained and learn prior to reclassification.
• 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.
• Perform administrative analysis under the supervision of a higher level Administrative Analyst.
• Project driven with limited scope - More limited in independence (ex: Parking lot analysis)
• Not clerical because the principal purpose of the position is analytical.

ADMINISTRATIVE ANALYST
• Journey and fully operational level - The majority of administrative analysis duties on a campus are performed at this level. Able to hit the ground running.
• Generally professional degree or equivalent experience to formal education.
• Perform the responsible and complex administrative analysis with only general supervision.
• 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;
• 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.
ADMINISTRATIVE ANALYST - SERIES OVERVIEW

ADMINISTRATIVE COORDINATOR
- There are no specs for this level.
- Used when a position is higher than an analyst and lower than a senior analyst.
- Initially established when each level had a separate range (A, B, C, D), once ranges were collapsed, this is now the same range as the Analyst.
- Position is first in the series that is exempt (Asst Analyst and Analyst are non-exempt)

SR. ADMINISTRATIVE ANALYST
- Study and develop recommendations that lead to major changes in organization, policies, procedures and practices
- 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;
- Usually located in large departments or VC/Dean's offices.

PRINCIPAL ADMINISTRATIVE ANALYST
- Relatively few on campus
- Usually campus-wide or school/division-wide responsibilities Probably located In the Dean's Office, ex: assoc. Director over Facilities and Space or Clinical Operations, school-wide.
- If in an academic department/ORU, would only be found in the largest units and then under very special circumstances (impact must generally extend BEYOND a single department)
- 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.