

PRINCIPAL ADMINISTRATIVE ANALYST

DEFINITION

Plans, coordinates, and supervises research studies in a variety of areas, such as operating procedures, legislation, communications, support services, systems design and analysis, financial management, facilities and equipment evaluation and utilization, experimental programs, and resource allocation; and prepares and presents recommendations for a major District organization.

TYPICAL DUTIES

Plans, coordinates, and supervises studies in the areas of organization and staffing, workload distribution, operating systems and procedures, performance standards, cost analysis, facilities and equipment obsolescence, computer utilization, and financial management.

Supervises and participates in analytical projects, such as:

- Identifying factors for utilization in personnel deployment formulas
- Analyzing the distribution of centralized resources to schools
- Analyzing contract and force-account expenditures to determine the most efficient methods of handling specific jobs
- Identifying improvements in the District's job-cost system
- Studying components of data systems to recommend revisions and prepare procedures to effect changes
- Selecting or developing software for use on computers with network capabilities.

Directs the preparation and publishing of reports, bulletins, and procedure manuals and edits for form, content, grammar, syntax, and style.

Determines techniques for gathering, converting, processing, and reporting data.

Consults with District personnel and private and public agencies regarding specific research projects.

Consults with data processing personnel to define information systems requirements.

Conducts meeting and makes oral presentations regarding results of studies.

Reviews proposed legislation and analyzes effects on selected District programs.

Prepares proposals for State and federal funding of projects.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

An Administrative Services Manager administers financial and business management activities for a large organization. While the specific duties of individual positions vary, there are common factors of supervision; responsibility for preparation, analysis, and control of the budget and

expenditures of the organization; and responsible liaison with other units in the coordination of business and service functions.

A Senior Administrative Analyst serves as a staff assistant to a high-level administrator by independently conducting studies and making recommendations regarding work methods, organization, management planning, systems analysis, and procedures and policy development.

SUPERVISION

General direction is received from the administrator of a major organizational unit. Supervision is exercised over lower-level analysts, and clerical personnel.

Knowledge of:

- Principles and practices of business and public administration, particularly as related to organization and management, planning, research and budget
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies
- Principles and practices of business and public administration related to business and office systems, procedures, fiscal management, and human resource utilization
- Research techniques, including statistical analysis and graphic presentations
- Computer processing practices related to the development of management systems
- Financial and project management computer software

Ability to:

- Plan, conduct, and evaluate studies of complex administrative and financial systems
- Analyze and interpret complex rules, regulations, laws, legislation, policies, and procedures
- Prepare clear and concise reports that incorporate statistical data
- Make oral presentations and conduct meetings
- Work effectively with District personnel, representatives of other organizations, and the public
- Supervise effectively
- Ability to use computers with Microsoft operating systems and word processing, data base, and spreadsheet software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, including completion of at least 12 semester units or equivalent in organization and management, computer science, accounting, finance, economics, statistics, research techniques, business, personnel, communication, and/or public administration.

LAUSD experience beyond the minimum required in an administrative staff or professional LAUSD position with supervisory responsibilities over a departmental unit which included project management or overseeing studies in a wide variety of areas such as operating procedures, legislation, communications, support services, systems design and analysis, financial management, facilities and equipment evaluation and utilization, experimental programs, and resource allocation may be substituted for the required college education on a year-for-year basis.

Experience:

Five years of experience in an administrative staff or professional-level position with responsibility for such activities as administrative analysis, data systems analysis, financial analysis, and report writing.

A master's degree may be substituted for up to one year of the required experience.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. Some positions in this class have been designated as "confidential", exempt from bargaining units.
2. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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