



Classification: Administrative Analyst I
Title Code: V00761
Pay Range: 17

POSITION SUMMARY:

This is an entry-level technical position where the employee assists with work in the development, analysis, and evaluation of procedures, forms, records, communications, operations, and fiscal note analysis. Work is performed under general supervision from a designated supervisor; however, the employee will work independently within established guidelines.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Conducts special surveys and studies to develop written procedures..

Gathers and verifies organizational and procedural information to maintain and update departmental procedures manuals.

Assists in the accreditation process and provides support to various accreditation functions as directed.

Assists in analyzing the development and design of current and proposed departmental forms, records, and communications.

Assists in evaluating requests for form design, determining need and proper method of form development, revision, or consolidation.

Assists in investigating potential areas for technological improvement and assists in providing technical support to the Criminal Justice Information Services Division (CJIS) regarding forms design.

Reviews printing requisitions, departmental forms, and organizational policies to insure proper dissemination of each and cost-effective printing options.

Assists with conducting surveys, method studies, system improvement studies, and analysis of all phases of departmental programs.

Assists in the review and evaluation of the effectiveness of departmental systems/applications to ensure compliance with policies, procedures, and customer needs.

Assists with the staff inspection process and external survey assessments by providing support to various functions as directed.

Assists with the fiscal note review process; reviews proposed legislation for potential organizational impact and assists with assignment of legislation to appropriate division and/or troop personnel for response.

Monitors fiscal note response deadlines and follows-up with the affected personnel; assists with reviewing fiscal note responses and evaluates the narrative and mathematical data presented, and works with the originating source to revise the response, if necessary.

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Assists with the preparation and submission of worksheets to summarize the estimated fiscal impact of the proposed legislation on the organization.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Introductory knowledge of federal and state laws and administrative rules and policies governing the administration of all phases of departmental programs.

Introductory knowledge of procedures and practices in order to achieve departmental objectives.

Introductory knowledge of current principles and practices of organization, administration, and management.

Introductory knowledge of business math computations, grammar, composition, and spelling.

Introductory knowledge of various software packages utilized for word processing, graphics, and electronic forms design.

Introductory knowledge of the principles of forms design and usage.

Introductory knowledge of electronic data processing equipment, methods, and operations.

Thorough knowledge of business English, spelling, and grammar.

Ability to create and interpret complex Excel spreadsheets.

Ability to interpret, explain, and apply statutes, regulations, and agency policies.

Ability to learn and develop electronic forms using a forms development software application or web based program.

Ability to assist in the conduct of surveys, studies, and analyses.

Ability to prepare clear and concise procedural instructions.

Ability to prepare standard and ad hoc reports.

Ability to understand the fiscal note review process.

Ability to have a basic understanding of the legislative process.

Ability to follow complex instructions and work within the pressure of regular deadlines.

Ability to work on several projects simultaneously.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others, as well as user-agency personnel and vendors.

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Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to operate basic office equipment as detailed in the description of duties.

Ability to perform job-related travel.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED and possess at least four years of technical or professional experience in public or business administration.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.