Job Classification Specification

Administrative Consultant/Analyst 1

Position Summary

First level Administrative Consultant/Analyst responsible for providing analysis and consultation on a variety of administrative related matters. Position may also provide administrative oversight to assigned area(s).

Responsible for handling a variety of assigned projects. Applies subject matter knowledge. Formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Develops and initiates program operations and business plans to support unit/program strategic plans and goals.

Conducts analysis to identify opportunities for operational improvements and best practices. Facilitates and coordinates implementation of initiatives.

Strategizes for the ongoing improvement of quality and efficiency of programs and processes. Develops short- and long-range goals, and develops protocols for program evaluation, data collection, and improvement.

Makes financial and budgetary recommendations through in-depth analysis of complex financial data.

 Prepares and analyzes complex data and develops standard and custom reports. Advises management on data interpretation and implications.

Develops effective communication strategies and coordinates efforts and priorities across multiple functions.

Develops and maintains partnership with community, industry, government and other institutions.
Represents department/program at collegiate administrator meetings, collegiate committees and task forces, University-wide committees, and to external partners and agencies.

Plans and oversees the execution of special projects for department/program. Manages project staff and budget.

**Operational Role**

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

**Scope of Measurable Impact**

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

**Independence and Decision-Making**

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

**Complexity and Problem Solving**

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity; understands the smallest details of a defined area.

**Required Qualifications**

Requires BA/BS with at least 6 years of experience; may lead a small homogeneous department or larger process-oriented area whose members perform like activities.

Effective 11/02/15