Job Classification Specification

Administrative Consultant/Analyst 2

Position Summary

Second level Administrative Consultant/Analyst responsible for providing analysis and consultation on a variety of administrative related matters that have significant impact to collegiate/campus-wide operations. Position may also provide administrative oversight to assigned area(s).

Responsible for handling a variety of assigned complex projects. Applies in-depth level 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 minimal 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.)

Recommends policies and procedures to promote efficiency by auditing, reviewing and analyzing operational programs.

Leads the efforts and conducts analysis to identify opportunities for operational improvements and best practices. Oversees implementation of initiatives.

Makes financial and budgetary recommendations based on an understanding of department or college goals and the analysis of demographic trends, operational changes, revenue streams, usage, and other financial, statistical, and operational information.

Independently resolves issues/problems on behalf of senior leadership. Presents senior administrators and serves as liaison to University system administration offices and internal and external key stakeholders.

Establishes and sustains long term relationship with governments and communities agencies and partners.

Manages community relations issues related to campus and community planning, projects, and operations.

Oversees data collecting and reporting ensure the fulfillment of compliance and legal requirements.
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

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and when additional resources for task completion are required.

Complexity and Problem Solving

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, requiring creativity and the development of new approaches when resolving issues.

Required Qualifications

Requires BA/BS with at least 8 years of experience; typically is responsible for managing a department of notable size, complexity, or significance that, in part, affects how well the organization to which the incumbent belongs operates.

Effective 11/02/15