Office of Human Resources

Job Classification Specification

Administrative Consultant/Analyst 3

Position Summary

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

Responsible for handling a variety of assigned highly complex projects in the Administrative job family. Applies expert 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. Operates independently with guidance and oversight from manager by exception.

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.)

Analyzes and reviews key administrative policies to ensure that the policies remain accurate, current, effective, and aligned with the University's broader objectives and missions.

Designs, builds, and deploys data and reporting systems to support monitoring and predictive analysis. Interprets data and reports to provide key information to guide strategic and tactical decision-making impacting University-wide mission-critical functions.

Initiates and oversees the implementation of new programs or process improvement effort to grow and maximize faculty practice, clinical practice opportunities, and revenue generation.

Directs the activities involved in promoting collaborative and productive relationships between the institution and federal, state, and local governments. Represents the institution at peer institutions and organizations.

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.
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

Work is focused on and regulated by specific personal goals and milestones; generally can act based on own judgment as long as actions adhere to policy and operating procedures, and remain focused on objectives -- seeking assistance only when highly difficult issues arise or when confronted with problems of considerable material or political consequence.

Complexity and Problem Solving

Problems are frequently unique and unexpected. Resolution of issue needs expert level knowledge of discipline and the ability to push back on internal processes to determine the root cause of the issue. Issues are those that have campus or university wide impact.

Required Qualifications

Requires BA/BS with at least 10 years of experience; may lead a highly specialized/technical area. Often has developed a specialty area (or areas of expertise) in which he/she is recognized as particularly proficient.

Effective 11/02/15