ADMINISTRATIVE ANALYST
POLICE DEPARTMENT

DEFINITION

Under the general direction of the Chief of Police, coordinates management of the Police Department budget, including overall budget preparation and administration; performs a wide variety of complex and confidential administrative and support functions for the Chief of Police and other Department personnel; performs all other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The primary function of an employee in this class is the development, implementation, and monitoring of the Police Department annual budget, and to provide confidential and complex administrative support to the Chief of Police and assigned department functions. While work is performed under the supervision and direction of higher level staff as assigned, incumbents are expected to independently perform the full scope of assigned duties. Technical and functional supervision may be exercised over assigned staff.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Coordinates the development, implementation, and monitoring of the Police Department annual budget, including processing and tracking operating financial transactions, certifying expenditures are properly authorized and funds are readily available, providing financial analysis of budget expenditures, incomes and reimbursements, making recommendations on spending or reduction plans, and assisting in establishing financial standards and procedures.

- Prepares, reviews, and reconciles budgetary and financial reports, including preparing graphic presentations (e.g., matrices, charts, graphs, spreadsheets, tables, and time lines), conducting fiscal impact analyses, conducting vacancy savings, revenue and expenditure forecasting, and preparing payroll projections.

- Confers with management regarding budget issues/problems and assists in improving and maintaining budget controls; coordinates, directs and reviews the budgetary work of others in order to ensure tasks are completed accurately and in a timely manner; trains personnel on budget-related issues; responds to budget inquiries and related problems in order to provide assistance in resolving budget issues.

- Prepares and maintains detailed accounting records related to grant funds, including tracking grant expenditures, monitoring grant budgets, and preparing grant status reports as required by funding agencies. May assist in writing grants or preparing documentation necessary for grant submittal.

- Plans, coordinates, and performs administrative assignments and special projects for the Chief of Police and other department personnel as assigned, including researching, compiling, and analyzing information, preparing specialized analytical reports relating to core functions of departmental operations, reviewing administrative policies and procedures and initiating or recommending improvements, and preparing and processing a variety of

reports, forms and other documents, ensuring accuracy, completeness and compliance with City standards, policies and procedures.

- Prepares, processes, tracks, and maintains a variety of administrative files and records, including creating and maintaining personnel files, coordinating time sheets for submission to Payroll and tracking overtime, making training arrangements and maintaining all training records, and preparing and processing department purchase orders, check requests, credit card receipts, petty cash, and other related processes.

- Receives and screens visitors, telephone calls, email, and written correspondence providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public; refers certain issues to appropriate staff or takes or recommends action to resolve the issue; reviews, determines the priority of, and routes assigned incoming correspondence.

- Issues, reviews, and approves various permits and licenses, including Federal Firearms Dealers permit, business licenses, and solicitors' permits; coordinates background investigations for Vehicle for Hire permits.

- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Principles, practices, and procedures of municipal budget development and administration; government accounting principles; financial forecasting and analysis; principles, practices, and procedures of municipal office management, including filing systems and records retention/destruction; advanced uses of spreadsheet, word processing, graphics, database, and other software to create documents and materials requiring the interpretation and manipulation of data; local, state, and federal requirements applicable to areas of assigned responsibility; basic organization structure and functions of City government; correct English usage, including spelling, grammar, punctuation and composition; principles and techniques of report writing, including both statistical and narrative reports.

Ability to: Prepare and administer a comprehensive municipal department budget; compile, correlate, analyze, and present financial and statistical data; interpret, apply, explain, and reach sound decisions in accordance with regulations, policies and procedures; organize, research, and maintain complete and extensive office files and records; compose, prepare, and process a variety of correspondence, reports, forms, and other documents, ensuring accuracy completeness, and compliance with policy and procedure; communicate clearly and effectively orally and in writing; read, understand, interpret and apply a wide variety of local, state, and federal requirements; operate a computer, necessary software applications, and other applicable standard office equipment; prioritize, organize, and assign work; maintain highly sensitive and confidential information; work independently with little or no supervision; set priorities, take

initiative and exercise sound independent judgment within areas of responsibility; use a high degree of tact, diplomacy and discretion in dealing with sensitive situations, materials, and information; establish and maintain effective and cooperative working relationships with contacted in the course of work.

OTHER REQUIREMENTS

- Must possess a valid California Driver's License.
- Must be willing and available to attend meetings after normal work hours; to travel for trainings and/or meetings; and to work extended hours as necessary to complete assigned tasks.
- Must maintain absolute confidentiality in regard to certain information received in the course of work.

PHYSICAL REQUIREMENTS

Work is generally performed in an office environment. Must be able to perform the physical aspects of the job, including sit for periods of time; operate standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 25 lbs.; interact with a diverse range of people, which may sometimes include emergency or stressful situations.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelors degree in finance, accounting, business administration, or a related field; and at least three (3) years of increasingly responsible experience in municipal accounting or budgeting; and at least two (2) years of increasingly responsible experience in administrative support functions, preferably in a law enforcement, or related setting.