

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 2810300

Senior Administrative Analyst, Grade 18 2810300
Associate Administrative Analyst, Grade 23 2810400

Brief Description of Class Series

Positions in this series conduct management and organizational studies to review and revise procedures for new or changing programs, review organizational performance, conduct data analysis, and develop internal controls. They evaluate and develop recommendations to improve program operations and effectiveness; and design and update procedure manuals, forms, and policy.

Distinguishing Characteristics

Senior Administrative Analyst: full performance level; under general supervision of an Associate Administrative Analyst or higher level supervisor, plans and performs a study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis, and may serve as lead analyst on less complicated projects or portions of larger scale projects, and provide guidance to team members in a variety of titles.

Associate Administrative Analyst: first supervisory level; under general direction of higher-level administrative analyst or manager, supervises two or more Senior Administrative Analysts, as well as supporting clerical staff, and performs advanced analysis of organizations complicated by larger project scope, higher number and level of team members, and greater impact on program operations.

Related Classes

Business Systems Analysts work closely with program staff and other stakeholders to define and develop requirements for new or existing information technology (IT) systems and business processes. They apply a wide range of specialized knowledge, skills, tools and techniques to elicit, analyze, communicate and validate requirements for changes to business systems.

Project Managers apply a wide range of specialized knowledge, skills,

tools, and techniques to direct and coordinate human and material resources at all phases of a project -- origination, initiation, planning, execution and control, and closeout.

Internal Auditors review agency operations to assure compliance with management policies and the effectiveness of internal controls. They apply a wide range of specialized knowledge, skills, tools and techniques and provide value to identify weak areas through conducting audits and reviews and subsequently providing recommendations for improvement to management.

Illustrative Duties

Senior Administrative Analyst

Conducts management and organizational studies and surveys to develop appropriate recommendations for management improvements.

- Identifies the problems or factors inhibiting the achievement of program goals and sets the objectives of the project.
- Develops a work plan considering the objectives and the problems to be solved.
- Collects pertinent data through various means such as interviews, conferences, questionnaires, reports and on-site observations.
- Working closely with Business Systems Analysts, documents the current stakeholders, system and business processes, business flows, inputs and outputs for the functional business area to address the problems identified.
- Documents the revised stakeholders, revised business processes, revised flows, transformed or revised inputs and outputs to improve and address the organizational problem to meet objectives
- Prepares relevant analyses, such as cost/benefit analysis and systems analysis.
- Writes periodic progress and final reports of study containing findings and recommendations; may make oral presentations to agency officials and other concerned parties to answer questions regarding the project and its implementation.
- Prepares or directs the preparation of reports and other material necessary to implement the recommendations.

- Performs duties in support of agency performance improvement initiatives such as planning and facilitating process improvement events; analyzing data and performance, preparing and presenting reports to agency management, and other State agencies interested in the status of performance initiatives.
- Compiles, tracks and analyzes performance measure data and provides information to agency management, other state agencies and entities.
- Analyzes the impact of legislative proposals or new initiatives on agency policies and procedures and makes recommendations for any necessary action.

Provides technical assistance to program managers in implementing new or revised administrative processes.

Reviews, designs and controls organizational forms.

Reviews and updates policy, administrative and procedural manuals.

Develops and implements a records management program for filing, protection, and retrieval of records.

Evaluates and ensures internal controls program complies with necessary laws, rules and regulations.

May supervise or coordinate the efforts of lower-level administrative support employees in compiling specific studies, surveys, projects and documentation.

Associate Administrative Analyst

May perform all the duties and functions of a Senior Administrative Analyst.

Supervises Senior Administrative Analysts and assigns tasks to staff, including administrative support staff, for a variety of management and organizational studies and surveys.

Plans and organizes projects assigned for analysis and study.

Reviews subordinate work to ensure compliance with schedules and project objectives, and for accuracy, completeness and soundness of recommendations.

Provides technical guidance and direction to staff and suggests corrective measures.

Trains employees in administrative procedures, techniques, and methods, including internal controls, and updates staff on changes to applicable laws, rules and regulations affecting program operations that require study and updates to administrative procedures.

Supervision Exercised

Senior Administrative Analysts typically do not supervise lower-level staff, but may provide direction to co-workers, subject matter experts, consultants on project teams, and may supervise support staff.

Associate Administrative Analysts supervise lower-level administrative analysis staff, teams comprised of subject matter experts in a variety of titles, consultants, may supervise support staff, and may also provide direction to co-workers at the same or higher level on an assigned project team.

Minimum Qualifications

Senior Administrative Analyst

Open Competitive: bachelor's degree and completion of a two-year traineeship.

Associate Administrative Analyst

Promotion: one year of permanent service as a Senior Administrative Analyst.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

12/2021

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