

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

Classification Standard

Occ. Code 2811000

Supervisor Administrative Analysis, M-1	2811000
Principal Administrative Analyst, M-2	2810600

Brief Description of Class Series

Supervisor Administrative Analysis and Principal Administrative Analyst supervise an agency's administrative analysis unit. The positions direct and plan management studies; supervise forms design and development; update program policy and procedure manuals to align with changes to laws, rules, regulations, organizational structure, or business processes; and plan, schedule and lead an agency's business process improvement projects.

Distinguishing Characteristics

Supervisor Administrative Analysis and Principal Administrative Analyst perform similar duties and administratively supervise multiple teams of Senior and Associate Administrative Analysts. The titles are distinguished by the level and number of staff supervised, and depth and breadth of administrative analysis activities overseen. The largest administrative analysis units may be staffed with both titles.

Supervisor Administrative Analysis: second supervisory level; plans and directs an agency's administrative analysis unit under the general direction of higher-level management, or Principal Administrative Analyst for the largest administrative analysis unit.

Principal Administrative Analyst: manages all administrative analysis activities for an agency under higher level management.

Related Classes

Business Systems Analysts work closely with program staff and other stakeholders to define and develop requirements for new or existing information technology 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.

Administrative Specialists provide professional administrative and staff support to executives, program managers and staff, boards, or commissions by managing budgeting, human resources, and business services for an organization or program, conducting special studies and research projects, and managing office and support activities.

Administrative Officers direct and coordinate all staff administrative activities in assigned agencies and facilities, including financial administration, human resources management, administrative analysis, and management planning.

Directors and Assistant Directors Operations Support, Operations Support Managers, and Office Services Managers direct and manage centralized office services for an agency and supervise staff performing these functions. Activities overseen include space utilization; office equipment selection and maintenance; property management; building health and safety; building security; warehouse and supply room operations; telecommunications; mailroom operations; fleet management; parking; records retention; and printing.

Illustrative Duties

Meets with management to identify processes or work products requiring review and establishes short and long-term plans to meet internal and external customer needs and align customer requirements with agency policies and strategic initiatives.

Prioritizes projects and determines project cost, staffing, and time requirements based upon feedback from project stakeholders (management, information technology, human resources, and budget staff, and customers).

Reviews and monitors project plans and schedules, and communicates project assignments, expectations, and timelines to staff.

Leads the development of current and future state process improvement projects for the more difficult and multi-faceted projects.

Reviews State and Federal legislative changes that impact existing policy and procedures, working with appropriate Program and Legal staff as required, and directs staff to update forms, manuals, procedures, and other documents.

Develops and delivers process improvement training for staff and project team members, and use of administrative techniques such as Lean to identify additional processes for improvement.

Supervises the development of data and reports to provide management with key performance measures to monitor agency operations.

Represents management at meetings and conferences and clarifies or interprets agency policies and procedures for management and stakeholders.

Evaluates staff to ensure compliance with project objectives, schedule, and timeline for new or revised policies and procedures.

Directs the preparation of written reports summarizing program activities, and related materials such as policy and procedure documents.

Performs the full range of supervisory duties such as performance evaluations and time and attendance, and delegating portions of large projects to staff.

Minimum Qualifications

Supervisor Administrative Analysis

Promotion: one year of permanent service as an Associate Administrative Analyst.

Principal Administrative Analyst

Promotion: one year of permanent service as an Associate Administrative Analyst or Supervisor of Administrative Analysis.

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 qualification requirements for appointment or examination.

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