



ADMINISTRATIVE ANALYST

Definition:

Responsible for coordinating administrative operations in one of the following divisions: Human Resources, Finance, Training/Safety, Community Risk Reduction, Fleet/Logistics. Under direction of the division head, plans, coordinates and directs administrative functions of the assigned division.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possession of a valid California Class C Driver's License.
- Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate

Desirable Education: Associates degree from an accredited college or university with major course work in education, human resources, organizational behavior, business administration, public administration, or related field.

Knowledge of:

- Basic knowledge of a fire service organization.
- Federal, State, and local health and safety regulations
- Microsoft Office including Word, Excel, Power Point.
- Principles and practices of program development and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.

Ability to:

- Operate and demonstrate the use of audio-visual equipment for training purposes.
- Perform risk and gap analysis and prescribe learning interventions.
- Supervise and provide direction to administrative support staff.
- Operate and use modern office equipment, including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

Special Requirement:

Depending upon assignment, may be required to attend division specific classes and/or possess one or more licenses or certifications related to the specific technical discipline.

Typical Duties:

- Acts as liaison for the division to which assigned with other District divisions, staff, Board Directors, and the public; requests and provides information regarding program rules, regulations and activities.
- Compiles figures for the preparation of the division's budget; makes standard projections for various costs; researches capital improvement costs; inputs data and produces draft and final budget documents.
- Refer to job duties for the particular specialty (below).

Training/Safety Analyst Job Duties

- Coordinates, develops, and implements training programs and courses in management, leadership, supervision, quality improvement, team building, safety, and operational readiness; evaluates effectiveness of training and development programs and uses relevant evaluation data to revise or recommend changes in instructional objectives and methods.
- Researches, plans, schedules, evaluates, and recommends internal training programs to support organization goals.
- Assesses, identifies, and evaluates training needs in the organization; identifies and prioritizes high-risk and federal, state, regional, and local compliance training needs.
- Coordinates with Training Officers from outside agencies to develop and maintain county-wide standardized training.

- Prepares the annual training calendar and rotational block training schedules. Works with training cadre to develop skill-specific training for each block.
- Develops, generates, and maintains instructional materials through a variety of multimedia software.
- Ensures department compliance with related agency policies and local, state, and federal regulations.
- Serves as the administrator for the department's training/learning information system.
- Implements systems to track employee training.
- Serves as a member of the Safety Committee.
- Other administrative duties, as required.

Community Risk Reduction Analyst Job Duties

- Applies specific codes, rules, and regulations related to code enforcement and building inspection.
- Receives plans and related documents for review, ensures that the applications and sets of plans are complete and contain the required information; ensures that the contractors possess appropriate insurance and bonding documentation.
- Reviews, verifies the accuracy and completeness of information in accordance with code and local ordinances; assists applicant in completing the permit application process.
- Calculates all related fees, collects funds, and issues receipts.
- Maintains accurate records of inspections made and other related business; prepares reports for review and/or action by other interested individuals or agencies; issues permits.
- Develops and prepares manuals, letters, publications, and other Division literature
- Handles telephone calls in regards to Fire Prevention/CRR activities. This includes answering basic questions about Fire Prevention and Public Education.
- Manages the Fire District's weed abatement program.
- Provides information regarding development, permit requirements, building inspection and related processes.
- Performs other related duties and responsibilities as assigned.

Finance Analyst Job Duties

- Processes accounts payable; reviews purchases to ensure compliance with the District's purchasing policy and appropriate authorization.
- Ensures that funds are budgeted and available and prepares documentation for payment.
- Participates in the preparation of the District's budget; reviews and ensures the accuracy of budget documents; reviews past expenditure trends and discusses future needs with managers.
- Administers training and provides oversight of the District Cal Card Program; tracks charges, reconcile statements, makes changes to cardholder status and verify balances are paid in full.
- Ensures the accurate posting, recording, balancing, adjusting and reconciling of figures, data or transactions.
- Compiles, organizes and prepares a variety of complex reports dealing with fiscal transactions including purchase orders, accounts payable and accounts receivable.
- Uses computerized and/or manual systems to enter, retrieve and perform basic analysis of data.
- Reconciles District accounts with Santa Cruz County Auditor's Office accounts; prepares periodic and mandated special reports, including claims to Federal and State agencies.
- Identifies and locates fiscal information for agency financial studies.
- Records financial transactions consisting of encumbrances for purchases, employee benefit expenses; prepares postings of changes and corrections to budgets accounts; provides information to Program Managers accounts and available funds.
- Prepares invoices for retiree benefits; tracks for timely payments.
- Performs related duties as assigned.

Fleet/Logistics Analyst Job Duties

- Ensures compliance with federal, state, and local regulations.
- Assist in development of division budget; review expenditures and prepare documentation for payment.
- Develop and oversee fleet records management for all apparatus and vehicles serviced from internal and external agencies.

- Compiles, organizes, and prepares a variety of complex annual, monthly, and quarterly reports for use by the Division Chief, Fire Chief, and Board of Directors
- Generate on-demand reports for outside agencies.
- Coordinates repair scheduling for District and outside agencies
- Coordinate with fleet staff for supply and parts orders
- Compile data provided by fleet staff in order to ensure accurate invoicing.
- Initiate, update and maintain records management.
- Facilitate contact and scheduling with vendors for repairs and upkeep on fleet building and shop equipment.
- Ensure all code reader and other diagnostic equipment licenses are updated as needed.
- Schedules and coordinates annual inspections of above ground fuel tanks and generators.
- Compiles data regarding fuel usage for the State of California.
- Compiles generator and air compressor data for CalOSHA and State of California.
- Performs other related duties and responsibilities as assigned.

Human Resources Analyst Job Duties

- Administer entire payroll process. Review, prepare and process time records for all employees of the district; audit, verify and distribute paychecks; maintain, compute and monitor pay levels for all employees including pay differentials, step increase, cost of living adjustments, overtime and any adjustments to pay. Prepare and maintain district salary and wage information.
- Receive and respond to inquiries regarding payroll, taxes, payroll related retirement and post-retirement reporting; payroll related benefits, deductions and calculations; research and resolve concerns within a timely matter.
- Complete wage verifications for workers' compensation and unemployment claims, loans, withholding orders, and long-term disability.
- Manage and maintain all payroll records including personnel action forms, deductions and withholdings, and retroactive payments.
- Maintain and update payroll and payroll related benefit budgeting system to assist with budget forecasting and analysis and interface with management and staff.

- Work proactively with management in providing payroll analysis and management reporting.
- Compile data and statistical reports for annual state controller's reporting, public record requests and annual payroll reconciliation reports.
- Audit CalPERS calculations processed by the County Auditor-Controller to ensure correct and timely payment.
- Manage the deferred compensation programs; review and process enrollment and change forms, loan deductions and reports for plan programs.
- Compile information needed for lost wage calculations for Workers Compensation leaves; calculate supplemental leave usage and provide information to employees.
- Read and interpret salary ordinances, administrative codes, Memorandums of Understanding, personnel manuals, labor law publications, read and interpret departmental memos, rules, regulations, and policies.
- Prepare budget control figures for District salary, wages and benefits; reconcile budget to actual figures.
- Prepare a large variety of reports, internally as well as governmental, for use by Board of Directors, Fire Chief, division heads, as well as outside local and state government agencies.
- Generates and processes Personnel Action Forms for new hires, promotions, salary increases, specialty pays, disciplinary actions, separations, and other personnel actions.
- Coordinates and presents new employee orientation; processes new employee documentation.
- Performs related duties as assigned.