

AGENDA ITEM 5E

To: Jim Provenza, Chair
and Members of the Board of Directors

From: Mat Ehrhardt, P.E., Executive Director/APCO 

Date: June 9, 2021

Subject: Approve New Job Classification of Administrative Analyst

Recommended Action

Approve new job description, Administrative Analyst.

Background

Section 405 of the Administrative Policy states, "The Board shall adopt, and may from time to time amend, the classification plan. A Class specification shall be prepared for each class of positions. The APCO may underfill positions as needed, but must have board approval to permanently change a position."

The Public Information Officer (PIO) is assigned to the Administrative Division of the District. With the recent dissolution of the Planning Division, the Administrative Division will be completing grant management duties. In reviewing the needs of the agency and the availability of the administrative staffing, it has been determined the current classification of PIO does not encompass duties associated with grant management. The PIO has the ability to complete these tasks, however a job description that encompasses a broader set of duties is needed.

In researching local agencies and other air districts, the Administrative Analyst title and job descriptions were more broadly defined to encompass this agency's needs. The Administrative Analyst will continue to be the primary contact for the public information and also administer the various grant programs. The attached job description details these duties.

Fiscal Impacts

No fiscal impacts.

Recommendations

With Board Approval the PIO will have a title change to Administrative Analyst beginning July 1, 2021. This change is reflected in the FY 2021/2022 Proposed Budget.

Attachment: Administrative Analyst Job Description



ADMINISTRATIVE ANALYST

DEFINITION

Under general supervision, oversees the outreach efforts of the District; coordinates with fiscal staff to ensure grant management compliance following Generally Accounting Standards Board (GASB) guidelines; develops control measures; manages grants, including promotion, evaluation of eligibility, selection of grantees, grant contracts procedures for execution, distribution of funds, program monitoring and budgetary assistance.

SUPERVISION RECEIVED AND EXERCISED

The **Administrative Analyst** receives general supervision from an assigned lead person, supervisor or manager. May exercise functional and technical direction or leadership to others assisting in special projects and/or programs assigned to the position.

CLASS CHARACTERISTICS

Incumbents are fully competent to perform the full range of administrative and financial studies, cost analyses, prepares administrative reports, grant management, fiscal duties, outreach coordination and program oversight. Special projects may be assigned as needed.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of this position. Management will make reasonable accommodations so that qualified employees can perform the essential functions of the job pursuant to the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA).

- Reviews, develops and implements a public relations program designed to educate and inform on issues of public significance.
- Analyzes and evaluates the public's interest and extent of understanding of District functions and programs.
- Plans and coordinates news conferences and public meetings.
- Evaluates the effectiveness and coverage of public information activities.
- Prepares news releases, bulletins, brochures, newsletters and other media for public dissemination; creates graphs and charts for public presentation.
- Coordinates the dissemination of air quality warning information to radio, television, and newspaper publications within established guidelines.
- Assists in the formatting, printing, publication, and dissemination of various District regulations and amendments and publications.
- Performs public speaking at community and business events and meetings; interfaces with local and regional governmental agencies and elected officials.
- Assists in the coordination of the Board of Directors board book, including format and supporting documentation.
- Researches and analyzes materials for information to develop written documentation, reports, and graphs.
- Reviews and analyzes proposed and existing legislation for impact on the District.
- Oversees the responses to public and media inquiries regarding District regulations, permit processes, enforcement, legal authority, and air quality conditions.
- Represents the District at meetings and conferences of community interest groups, professional associations, and public health organizations concerned with the effects of air quality.



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- Conducts a variety of administrative, financial and operational studies requiring the knowledge of financial and grant management, work measurement and systems analysis.
- Prepares cost analyses on specific projects.
- Performs technical and administrative tasks for grant management, including but not limited to application for grants, grant reporting, conducting time studies for grants, and fiscal coordination.
- Contacts outside agencies to assess the District's eligibility for grant and subvention funds; gather and prepare all related background information for funding authorities.
- Prepares and processes contracts.
- Maintains and updates databases and spreadsheets.
- Schedules, attends, and participates in workshops, meetings, and trainings; prepares materials as needed.
- Assists in drafting new and revised policies and procedures for various programs.
- Assists in preparing Requests for Proposal (RFPs) and Requests for Quotations (RFQs); reviews contract terms and conditions.
- Assists in internal and external audits for programs and physical inspections to ensure compliance with program requirements.
- Performs other duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

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

Graduation from college with a Bachelor's degree in accounting, business administration, public administration or a related field and two years professional analytical experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Knowledge and Abilities

Knowledge of:

- Organization and function of public agencies, including the role of an elected Governing Board.
- Record keeping, report preparation, filing methods and records management techniques.
- Air pollution or related environmental problems and enforcement programs.
- Principles and practices of public and community relations, mass communications, social media and the media
- Principles and practices of print and electronic media.
- Methods and techniques of administrative analyses.
- Applicable District, local, state and federal laws, rules and regulations.
- Basic knowledge of accounting principles.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.



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Ability to:

- Work independently with minimal supervision.
- Proficiently conduct public presentations.
- Proficiently develop outreach and marketing materials for public audiences.
- Proficiently organize work, setting priorities, meeting critical deadlines, and following up with minimum direction.
- Manage multiple projects simultaneously with minimum direction.
- Update website and social media platforms.
- Read, interpret, and record data accurately.
- Make sound decisions within established guidelines.
- Respond to issues and concerns from businesses, industry, public agencies, contractors, and the community.
- Analyze a complex issue and develop and implement an appropriate response.
- Follow written and oral directions.
- Communicate clearly and concisely, both orally and in writing.
- Operate an office computer and a variety of word processing and software applications.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Skill in researching, compiling and summarizing a variety of technical reports and informational materials.
- Interpreting, applying and explaining complex policies and procedures.
- Use tact, discretion, initiative and independent judgment within established guidelines.

PHYSICAL ABILITIES

Must be able to perform essential functions of the job. Work is performed in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Position requires grasping, repetitive hand-eye coordination and fine-manipulation skills for preparing reports and data using a PC keyboard, computer mouse, and various office equipment. This position also requires good listening skills and the occasional need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds. Travel by vehicle is required.

WORKING CONDITIONS

Work is performed both in an office setting and at offsite locations.

SPECIAL REQUIREMENTS

- This position must possess a valid California Class C Driver's License.
- Safety training as required by the District's Safety Program.
- At times the public can disagree with the requirements of regulatory agencies and may be difficult to work with. This position must be able to handle these types of situations with diplomacy and tact.

FSLA Status: Non-exempt - Covered under Collective Bargaining Unit



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Approved: June 2021