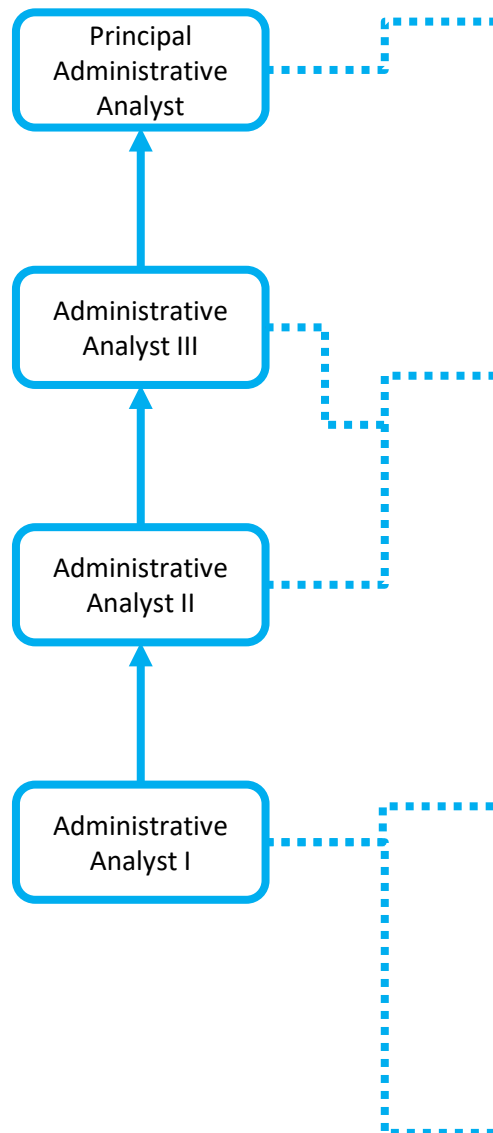


# Administrative Analyst

The Administrative Analyst classification series is prevalent across most County departments and represents one of the most frequently filled types of positions. These roles support higher-level management in various areas, including budget preparation, fiscal management, personnel functions, contract administration and monitoring, and special projects. Positions in this series provide incumbents with valuable skills that are instrumental for advancement within the series or into other career tracks. For more detailed information on each position, you can access the class specifications by selecting the desired role.



SanDiegoCounty.gov



See section below for examples of professional level experience that qualifies for the Principal Administrative Analyst. **Note:** Required experience must include one (1) year of providing full supervision over staff.

**Below are examples of qualifying County professional level experience for Administrative Analyst II & III. Equivalent experience gained in other private and public agencies is also accepted.**

- Child and Family Well-Being Policy Analyst
- Departmental HR Officer
- HHSA Contract Auditor
- Housing Specialist II
- Program Specialist II
- Social Worker III
- Social Worker Supervisor
- Staff/Associate Accountant
- Sr. Accountant

For more info on professional level classes see link/website to EEOC.

The experience listed above are examples and is not a comprehensive list of all qualifying experience.

## **Examples of qualifying County experience for Administrative Analyst I:**

- Admin Sec III/IV
- Accounting Technician
- Child Support Officer
- Human Resources Assistant
- Human Services Specialist
- Legal Support Assistant
- Recordable Documents Specialist

The experience listed above are examples and is not a comprehensive list of all qualifying experience.

## **Examples of qualifying non-County experience for Administrative Analyst I:**

- Educational Loan Specialist
- Financial Advisors at Universities
- Interpreter, Translator
- Notary Public
- Program Development Coord.
- Social Worker
- Sworn Officer
- Teacher

The experience listed above are examples and is not a comprehensive list of all qualifying experience.

This information outlines a potential path for career advancement. For detailed job descriptions and minimum qualifications, please visit <https://www.governmentjobs.com/careers/sdcounty/classspecs>.



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Here!**