



# PROGRAM COORDINATOR

Class Code:  
002437

Bargaining Unit: Management Employees

COUNTY OF SAN DIEGO

## SALARY RANGE

\$38.53 - \$52.76 Hourly  
 \$3,082.40 - \$4,220.80 Biweekly  
 \$6,678.53 - \$9,145.07 Monthly  
 \$80,142.40 - \$109,740.80 Annually

..

### **CLASSIFICATION PURPOSE AND DISTINGUISHING CHARACTERISTICS**

To provide administrative, analytical, planning, and management support for programs, projects, and facilities where substantive administrative, policy, and/or technical issues require specialized analysis, recommendation, and implementation; and to perform related work as required.

The Program Coordinator is a professional management level classification. Under general direction, incumbents assist in the coordination, implementation, and management of a specific program or programs, facility, or facilities. This class is distinguished from the Administrative Analyst class series in that these classes are involved with more specialized programs. Incumbents are typically responsible for the overall administrative planning, implementation, and coordination of various projects.

### **EXAMPLES OF DUTIES**

**The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.**

#### **Essential Functions (General):**

1. Develops, administers, coordinates, and manages a program or programs, facility, or facilities.
2. Prepares program specifications and cost projections.
3. Identifies/pursues revenue and funding sources by developing and implementing revenue operating programs, measuring and evaluating revenues, and administering and supervising grant programs and funds.
4. Conducts audits and research to prepare feasibility studies, proposals, and reports.
5. Administers and monitors the work performed by consultants and representatives of

- service contractor agencies; enforces management agreements with outside agencies and/or contractors/vendors.
6. Reviews, tracks and evaluates technical research, legislation, laws, ordinances, development of guidelines, rules and policies relating to programs.
  7. Assists in developing, recommending, and implementing departmental goals, objectives, needs assessments, and strategic plans.
  8. Establishes controls and procedural guidelines to develop, interpret, implement, document, monitor, and evaluate the status of projects, facilities, or program activities in progress.
  9. Prepares presentations and summaries for elected officials, County executives, public groups, and the general public.
  10. May coordinate environmental reports, permits and engineering studies.
  11. Attends hearings and serves on interagency committees and works with citizen groups and outside agencies.
  12. May provide expertise in research and planning studies concerning environmental programs.
  13. Explains programs and technical information to business representatives and citizen groups.
  14. May supervise subordinate personnel.
  15. May act in the absence of higher level managers or Chiefs; attends meetings on behalf of upper level management.
  16. Researches and evaluates new trends and technologies; and implements new technologies.
  17. Coordinates programs and activities with County departments, municipalities, government agencies, industry trade associations, and businesses.
  18. Coordinates, tracks, and manages performance measures and re-engineering process improvement projects.
  19. Analyzes and interprets plans, drawings, specifications, estimates, contracts, agreements, reports, correspondence, and other documents.
  20. Performs budget, fiscal, or other organizational analysis to include the development, interpretation, and implementation of division budgets, policies, and procedures.
  21. Monitors assigned programs and activities to ensure compliance with regulatory requirements.
  22. Delivers presentation and training/outreach to county employees and representatives of outside agencies.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Planning techniques as applied to programs, projects, or facilities
- Project tracking techniques
- Operations, functions, and organization of a large public agency
- Federal, state and local governmental organizations, operations and planning programs related to the program or facility
- Principles, concepts, theory, science, and technology involved in the implementation, administration, and management of the program or facility
- Governmental legislation process
- Purchasing/contract/grant administration principles
- Principles, concepts, and terminology pertaining to contract and lease administration
- Report preparation and presentation techniques
- Data collection, analysis and display methods
- Budget and fiscal management principals, practices, and methods
- Concepts and technical principles to implement and manage department wide specialized programs or facilities
- Program goal setting, staffing, performance and fiscal standards, controls, record keeping and evaluation techniques
- Principles of public administration and management as applied to a large multi-

functional agency

- County customer service objectives and strategies
- Current technology and trends in the profession
- Principles, practices, concepts, and methods of hiring, supervision, training, and mentoring
- Telephone, office, and online etiquette
- General Management System (GMS) in principle and in practice
- Use of personal computers, current software (i.e., Windows, Excel, PowerPoint, etc.), and information systems

**Skills and Abilities to:**

- Plan, organize, coordinate, control, and evaluate programs, projects, facilities, and studies concurrently
- Coordinate project activities with department management, elected officials, and representatives of other agencies and departments
- Communicate effectively in written correspondence, public presentations, and group discussions
- Direct the work of consultants for effective and timely results
- Develop, administer, and evaluate contracts, programs, facilities, and operational plans
- Analyze, summarize, and resolve complex problems and logically identify solutions
- Apply analytical techniques to identify, evaluate, recommend, coordinate and/or implement activities
- Resolve disputes and function effectively in complex and sensitive situations
- Understand and work within the limits of established policy and authority
- Interact with County management, elected officials and representatives of other governmental and private agencies, institutions, and academia
- Supervise, train, evaluate, and plan the work of subordinate personnel
- Communicates effectively with a variety of individuals representing diverse cultures and backgrounds and functions calmly in situations which require a high degree of sensitivity, tact and diplomacy
- Establish and maintain effective working relationships with public agencies, government officials, contractors, management, County employees, employee representatives, the news media, private enterprises, and the general public representing diverse cultures and backgrounds
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect
- Exercise appropriate judgment in answering questions and releasing information, analyze and project consequences of decisions and/or recommendations
- Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner

**Desirable Traits**

Leadership, Team Builder, Communicates Effectively, Knowledge Worker, Decision Maker, Strategic Perspective, Leverages Resources (Coaches and Develops), Demonstrates Ethical Behavior, Maximizes Team Effectiveness, Supportive of Change

..

**Education and/or Experience**

Education, training, and/or experience that demonstrate possession of the knowledge, skills

and abilities listed above. Qualifying education/experience:

A bachelor's degree from an accredited U.S. college or university, or certified foreign studies equivalency, AND, four (4) years of professional experience performing analysis, budget management, program administration, engineering, or closely related work in a program performing planning and analysis; OR a combination of education and/or experience as stated above.

.:

### **REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Required licenses, certifications and registrations must be maintained throughout employment in this class.

#### **License**

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

#### **Certification/Registration**

For positions assigned to the Hazardous Materials Division (HMD) of the Department of Environmental Health, the following certificates are required within 180 days after hire.

1. Current ICC "California UST Inspector" certification. This certification must be renewed every 24 months.
2. Current APSA "Aboveground Petroleum Storage Act" certification.

Note: Program Coordinators who transfer to HMD must either possess the certifications or obtain such certifications within 180 days of transfer.

For positions assigned to the Food and Housing Division of the Department of Environmental Health, the possession of a current, valid certification as a Registered Environmental Health Specialist (REHS) in the State of California is required.

For positions assigned to the Hazardous Materials and Land and Water Quality Divisions of the Department of Environmental Health, current certification as a Registered Environmental Health Specialist in the State of California is highly desirable.

For positions assigned to Landfill Management, registration as a Professional Geologist and certification as a Hydrogeologist by the State of California is required.

### **SPECIAL NOTES**

#### **Working Conditions**

The primary work environment is an office setting although work may occasionally take place outdoors in the field. Work involves exposure to computer screens and may involve exposure

to varying weather conditions, dust, dirt, and heavy machinery or equipment.

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.**

Frequent: sitting, repetitive use of hands to operate computers, printers and copiers.  
Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level.

Positions in the Department of Environmental Health may require the ability to lift objects in excess of 50 pounds and possess the physical fitness required to wear a respirator. Some positions may require the passing of an annual physical exam.

### **Background Investigation**

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### **PROBATIONARY PERIOD AND CLASS HISTORY**

Incumbents appointed to permanent positions in this classification shall serve a probationary period of 12 months.

Program Coordinator (Class No: 002437)

Union Code: MA



# OPERATIONS RESEARCH ANALYST

Class Code:  
002570

Bargaining Unit: Confidential Employees

COUNTY OF SAN DIEGO

## SALARY RANGE

\$34.77 - \$42.27 Hourly  
\$2,781.60 - \$3,381.60 Biweekly  
\$6,026.80 - \$7,326.80 Monthly  
\$72,321.60 - \$87,921.60 Annually

∴

### CLASSIFICATION PURPOSE AND DISTINGUISHING CHARACTERISTICS

To assist higher level management with researching, formulating, and analyzing economic, mathematical and statistical data to forecast trends and evaluate current processes. Incumbents in this class utilize advanced quantitative analytical techniques and methodologies, such as regression analysis, mathematical programming or modeling, simulation and optimization techniques, and automated tools to manipulate and analyze data that will be used to assist in solving problems and making decisions related to increasing operational efficiencies. Incumbents are privy to highly confidential and sensitive information regarding decision-making processes on operational issues and patient medical information.

This is a journey level class wherein incumbents work under general direction, applying advanced methods, such as mathematical modeling and predictive analysis, to analyze complex data and to formulate hypotheses and recommendations on a multitude of variables including data on demographics, economics, legislative impacts, and statistics. Incumbents utilize the latest analytical methods and tools from mathematics, science, and engineering that involve having knowledge of mathematical statistical methodology, queuing theory, analysis, and predictive analytics. This class differs from the Statistician class in that the Operations Research Analyst analyzes a multitude of complex data and draws conclusions from an understanding or reasonable assumptions of the outcome of a system or probability of events from an understanding of the probability of underlying components.

### EXAMPLES OF DUTIES

**The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in this class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.**

**Essential Functions:**

1. Uses statistical and quantitative analysis, simulation and optimization techniques to analyze information and develop practical solutions to business problems.
2. Formulate mathematical and/or simulation models of test problems, relating test constants and variables, restrictions, alternatives, constraints, assumptions, and numerical parameters.
3. Utilize a variety of advanced tools and technologies to test, collect, analyze and manipulate data.
4. Test and validate information and hypotheses from outside resources.
5. Collect, maintain, and organize data from a variety of sources.
6. Develop and run a variety of reports and data.
7. Conduct oral presentations to management on findings and recommendations.
8. Compose detailed written reports to upper management on their analysis, findings and recommendations.
9. Prepares charts to display statistical data, computational probability, optimization scenarios, measurable risks, and to illustrate valuable connections and insights.
10. Gathers information from subject matter experts with specialized knowledge.
11. Assists with the implementation of projects resulting from analysis and recommendations.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Principles and practices of operations research such as forecasting, predictive analysis, data mining, data modeling and statistical analysis
- Queuing theory, analysis, and applications
- Data collection, analysis, and interpretation
- Research methodology for the analysis of a variety of complex data
- Advanced arithmetic, algebra, geometry, calculus, statistics, and their applications
- Programming techniques to store and manipulate data
- Business and management principals involved in strategic planning, resources allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Study validation methods
- Report writing techniques
- Government organization functions and services
- Modern office practices including information management and technology
- Telephone, office, and online etiquette
- Current technology and trends in the profession
- Impact of programs on county functions, organization and operations
- The General Management System (GMS) in principle and in practice
- County customer service objectives and strategies

**Skills and Abilities to:**

- Exercise independent judgment and initiative
- Create innovative solutions
- Analyze, coordinate, and utilize resources effectively to meet objectives
- Functionally thread multiple and distinct disciplines to accomplish an outcome
- Compile, organize, analyze and interpret data
- Analyze information, problems, conditions, situations, and policy and procedures
- Prepare written descriptions, reports, and recommendations
- Use an advanced level of computer programs to accomplish work
- Prioritize work to meet established deadlines
- Communicate clearly, concisely, and effectively orally and in writing
- Prepare written reports, summaries, analyses, and displays of information

- Make oral presentations
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy
- Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner

### **Desirable Traits**

Teamwork and Collaboration, Communicates Effectively, Knowledge Worker, Decision Maker, Innovative, Strategic Perspective, Demonstrates Ethical Behavior, Maximizes Team Effectiveness, Supportive of Change

∴

### **Education and/or Experience**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education and experience:

1. A bachelor's degree or higher from an accredited U. S. college or university, or a certified foreign studies equivalency; in mathematics, management science, operations research, industrial engineering, or a related area. Completed coursework must have included an internship or research project involving statistical analysis and the application of statistical computer programs; AND,
2. One year of experience performing analytical studies that involve utilizing advanced methodologies and technologies to formulate mathematical and/or simulation models of test problems, relating test constants, restrictions, constraints, assumptions, and numerical parameters.

∴

### **REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS**

#### **License**

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.



### **Certification/Registration**

None Required.

### **SPECIAL NOTES**

#### **Working Conditions**

Work primarily takes place in an office environment, although some positions may be assigned to detention facilities, hospitals, clinics, or other work locations. Work involves exposure to computer screens and use of basic office equipment.

#### **Essential Physical Characteristics**

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexing of the neck. Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds. Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

#### **Background Investigation**

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### **PROBATIONARY PERIOD AND CLASS HISTORY**

Incumbents appointed to permanent positions in this classification shall serve a probationary period of 12 months.

Operations Research Analyst (Class No. 002570)  
Variable Entry: Y

Union Code: CE



# ADMINISTRATIVE ANALYST II

Class Code:  
002303

Bargaining Unit: Confidential Employee,  
Management

COUNTY OF SAN DIEGO

## SALARY RANGE

\$31.50 - \$38.29 Hourly  
 \$2,520.00 - \$3,063.20 Biweekly  
 \$5,460.00 - \$6,636.93 Monthly  
 \$65,520.00 - \$79,643.20 Annually

..

### CLASSIFICATION PURPOSE AND DISTINGUISHING CHARACTERISTICS

To assist higher-level management with budget preparation, fiscal management, personnel functions, contract administration and monitoring, special projects, and studies; and to perform related work as required.

This is the professional journey level class of this series. Incumbents are responsible for providing managers and executives with general administrative support in a wide variety of areas such as, but not limited to, financial management, budget preparation, purchasing, contract administration and monitoring, cost benefit analysis, personnel, general administration, and special projects requiring quantitative and analytical skills. The majority of work is performed in compliance with countywide operating policies and procedures, and local, state and federal regulations. Under general supervision, incumbents are expected to exercise judgment within guidelines and to independently provide management with the expertise necessary to identify, evaluate, and resolve organization and administrative problems, including recommending changes in policies and procedures and developing methods for implementation. Assignments are moderately complex and usually require proficiency in more than one functional area. The supervisor normally defines the parameters of assignments, but the methods used to collect and analyze information would not be specified. Technical skills or specialized knowledge is most likely necessary. Incumbents may supervise clerical, technical, and/or paraprofessional personnel.

The complete Administrative Analyst series includes the following:

**Administrative Trainee (T) (Class No. 002306)**  
**Administrative Analyst I (Class No. 002304)**  
**Administrative Analyst II (Class No. 002303)**  
**Administrative Analyst III (Class No. 002302)**

Essential functions in the Administrative Analyst classifications may be focused in one program area and/or administrative specialty or may include more general duties crossing

several programs or administrative specialties. Program areas and administrative specialties may include, but are not limited to, the following core areas:

**General Administration:**

Duties include, but are not limited to the following: analysis, design, implementation, and evaluation of various administrative systems to support organizational unit operations; advising management on policies and procedures related to personnel, systems planning, facilities planning, qualitative management and administration and related operational functions to meet programmatic goals; and leading or coordinating special projects and studies.

**Budget and Fiscal:**

Duties include, but are not limited to the following specialties: budget analysis, financial planning, and fund management; monitoring and controlling; fiscal or quantitative management approaches and techniques; and administration of trust funds and special accounts.

**Contract Management/Administration:**

Duties include, but are not limited to the following specialties: coordination of procurement activities; negotiation, solicitation preparation, award and certification of contracts; contract management/compliance; and/or grants preparation and administration.

**EXAMPLES OF DUTIES**

**The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.**

**Essential Functions:**

1. Researches, interprets, analyzes, and writes reports and summaries on a variety of policy directives, procedures, legislation, ordinances, regulations, and laws.
2. Conducts personnel, organizational, and fiscal studies.
3. Plans projects.
4. Researches information; compiles and analyzes data.
5. Prepares flow and organizational charts, workload statistics, and statistical data displays.
6. Assists in budget preparation and review/analysis of expenditures and requisitions for purchases.
7. Prepares estimates of production, service, personnel, revenue, contracts, and cost increases and decreases.
8. Maintains inventory control.
9. Oversees the maintenance, storage, and destruction of records.
10. Assists in personnel administration activities.
11. Prepares proposals, contracts, and reports.
12. Coordinates activities with other divisions and departments.
13. Assists the public in obtaining services and information from County departments.

**General Administration Option:**

1. Conducts special studies and special projects that may include, but are not limited to, needs assessments, survey analyses, grant writing, and program standards development.

2. Analyzes workflow patterns, equipment, and material needs, and prepares recommendations to enhance operational and fiscal efficiency.
3. Conducts studies and special projects that may be related to any administrative/fiscal function.
4. Makes oral presentations of findings to other members of the department, committees, or outside groups.
5. Advises a department or division manager on the efficacy of policy and procedure changes.
6. Researches and develops recommendations to improve outcomes.
7. Reviews and analyzes impact of proposed and existing legislation, ordinances, and regulations.
8. Composes written memos, letters, board letters, reports, manuals, and other documents.
9. Makes oral presentations before committees, boards, commissions, advisory groups, or community groups.
10. Represents the department/division head at meetings.
11. May supervise, train, or evaluate clerical, technical, or paraprofessional staff.

**Budget and Fiscal Option:**

1. Gathers relevant data and prepares justification of program costs and resources.
2. Ascertains reason for variations in expenditures and revenue.
3. Assists and coordinates data for budget analysis, preparation, and forecasting.
4. Meets with managers and executives to clarify and explain data, resolve problems, and prepare detailed budget and financial documents.
5. Establishes procedures to control funds, expenditures, and appropriations.
6. Develops and implements procedures to minimize deviations from financial plans.
7. Makes oral presentations before committees, boards, commissions, advisory groups, or community groups.
8. Represents the department/division head at meetings.
9. May supervise, train, or evaluate clerical, technical, or paraprofessional staff.

**Contract Management/Administration Option:**

1. Assists in development and administration of competitive bid processes and contractual agreements.
2. Assists in the development of contract/lease specifications.
3. Prepares requests for proposals and bid solicitation.
4. Assists in establishment and/or maintenance of contractual relationships.
5. May supervise, train, or evaluate clerical, technical, or paraprofessional staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

The following apply to all options:

- Principles and practices of public, business and personnel administration
- Data collection, analysis, and interpretation
- Research methodology for the analysis of a variety of complex data
- Report writing techniques
- Business English
- Mathematics, statistics, and statistical analysis
- Government organization functions and services
- Modern office practices including information management and technology
- Current technology and trends in the profession
- Telephone, office, and online etiquette
- Study validation methods
- Impact of programs on County functions, organization and operations
- Basic budgetary principles and practices

- The General Management System (GMS) in principle and in practice
- County customer service objectives and strategies

**Budget and Fiscal Option:**

- Budgeting principles
- Fiscal management techniques
- Cost benefit analysis
- Monitoring and control techniques
- Principles of supervision and training

**Contract Management/Administration Option:**

- Basic principles of purchasing and contracting administration
- Contract negotiation methods and techniques
- Application of contract type
- Negotiated procurement via Request for Proposals

**Skills and Abilities to:**

The following apply to all options:

- Compile, organize, analyze and interpret data
- Analyze information, problems, conditions, situations, and policy and procedures
- Prepare written descriptions, reports, and recommendations
- Read and comprehend material such as contracts, ordinances, legislation, policy and procedures, directives, and manuals
- Use computerized equipment and applications to accomplish work
- Prioritize work to meet established deadlines
- Communicate clearly, concisely, and effectively orally and in writing
- Prepare written reports, summaries, manuals, analyses, and displays of information
- Understand organizational and political implications of research findings, recommendations, and decisions
- Make oral presentations
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy
- Supervise, train, and evaluate clerical, technical, and/or paraprofessional staff
- Provide responsive, high quality service to county employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner

**Budget and Fiscal Option:**

- Develop various types of budget documents
- Compile and analyze budgetary data
- Compile, compute, and summarize data related to the acquisition, distribution, and utilization of funds

**Contract Management/Administration Option:**

- Read and understand terms of contracts
- Prepare contract documents

**Desirable Traits**

Leadership, Communicates Effectively, Knowledge Worker, Holds Self and Others Accountable, Problem Solving and Innovation, Demonstrates Ethical Behavior, Leverages Resources (Coaches and Develops), Drives to Excel, Maximizes Team Effectiveness, Supportive of Change

..:

### **Education and/or Experience**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education and experience:

1. A bachelor's degree from an accredited U. S. college or university, or a certified foreign studies equivalency, AND, three (3) years of full-time professional level experience performing policy and procedures interpretation, special studies and projects, or general administration, OR,
2. Seven (7) years of full-time professional level experience performing policy and procedures interpretation, special studies and projects, or general administration.

**Notes:** A master's degree from an accredited U. S. college or university, or a certified foreign studies equivalency may substitute for up to one (1) year of the required experience.

Education and work experience may be substituted on a year-for-year basis. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree.

..:

### **REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS**

#### **License**

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

#### **Certification/Registration**

None Required.

### **SPECIAL NOTES**

#### **Working Conditions**

Work primarily takes place in an office environment, although some positions may be assigned to detention facilities, hospitals, clinics, or other work locations. Work involves exposure to computer screens and use of basic office equipment.

### **Essential Physical Characteristics**

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds. Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

In addition to the physical characteristics above: Positions at the County of San Diego's Psychiatric Hospital will occasionally require squatting, kneeling, simple/power grasping, and lifting and transporting items weighing up to 30 pounds for a distance of up to 100 feet.

### **Background Investigation**

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### **PROBATIONARY PERIOD AND CLASS HISTORY**

Incumbents appointed to permanent positions in this classification shall serve a probationary period of 12 months.

Administrative Analyst II (Class No. 002303)  
Entry: Y

Union Code: CEM

Variable