

Equation:  $E = mc^2$

FACTORS	Administrative Analyst/Specialist – Non-Exempt <i>Entry Level</i>	Administrative Analyst/Specialist – Exempt I <i>Operational Level</i>	Administrative Analyst/Specialist – Exempt II <i>Advanced Operational Level</i>	Administrative Analyst/Specialist – Exempt III <i>Strategic / Leadership Level</i>
<b>TYPICAL RESPONSIBILITIES</b>	Serve primarily as individual contributors providing day-to-day administration of a program, and/or performing a variety of administrative, technical, and analytical duties of limited to moderate complexity in support of an organizational unit. Work activities relate primarily to operations and procedures.	Independent performance of varied or specialized administrative and analytical duties and/or serving as a program manager. Work involves program and policy research, analysis, development, evaluation and/or operational and fiscal analysis related to an administrative specialty. Often serve as program administrators.	Provides program leadership of a strategic and operational nature through program or organizational unit planning activities and the analysis, development, and evaluation of highly complex programs with broad impact.	Provides advanced-level functional expertise and leadership to a highly complex or critical program, specialty or organizational unit. Work is primarily strategic in nature with broad and far reaching impact at the campus and/or system-wide level. Often have certification a specialty area.
<b>KNOWLEDGE</b>	Working knowledge of general practices, program and/or administrative specialty, and budget policies and procedures. Knowledge of basic methods and procedures for research and statistical analysis.	Working knowledge of standard theories, principles, practices and techniques applicable to program and/or administrative specialty. Thorough knowledge of policies, procedures, and outside regulations, related to applicable program and/or administrative specialty. Knowledge of operational and fiscal analysis and techniques.	Thorough knowledge of and ability to apply extensive expertise to complex programs and/or administrative specialties, including pertinent laws and regulations. Advanced knowledge of principles, problems and methods of public and business administration and operational and fiscal management.	Extensive and in-depth knowledge of and ability to apply expertise in advanced theories, principles, methods and practices associated with functional specialty, program, and/or organizational unit, including applicable internal policies and procedures and pertinent laws and regulations. Extensive and in-depth knowledge in project management including research and analytical methodologies.
<b>INDEPENDENCE</b>	General supervision; ability to handle multiple work priorities and accountability for own work results.	Accountable for own work results which are reviewed for soundness of judgment and discretion. Ability to take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.	Independent approaches to project and priorities. Work reviewed against overall goals and objectives, with full accountability for results. Use of considerable judgment in the development of policies and procedures related to issues frequently not covered by existing policies and procedures. Use of independent determination of methods to meet goals.	Use of substantial judgment in analysis, interpretation, integration and application of complex data and information and the subsequent development of policies and procedures. Precedents do not exist and expertise and research serve as reference guides. Work is reviewed against demonstrated results.
<b>PROBLEM-SOLVING &amp; DECISION-MAKING</b>	Ability to make independent decisions and exercise sound judgment. Ability to solve a wide range of administrative problems related to day-to-day work unit and program operations.	Analyze and address problems using reasoning and the interpretation and application of theories and principles to develop and recommend alternatives and best courses of action. Ability to investigate and analyze problems with broad administrative impact and implications. Ability to anticipate problems and address proactively.	Demonstrated consultative skills in working with internal and external constituent groups. Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.	Serves as key technical advisor to executives and management exercising considerable influence over strategic objectives and methods which have broad and far reaching policy and operational impact, both at the campus and system-wide. Analyzes complex problems from a future-oriented and broad interactive perspective.