



22093367 - Administrative Analyst Functional Job Description

Identification

Position Number: 22093367
Internal Title: Administrative Analyst
Division: Office of Adult Education
Senior/Hiring Manager: Dr. Trenia Miles
Funding Source: (0.00%) Federal (100%) State

Revision Date: 8/28/2024
OPM Title: Administrative Analyst
Grade: GS06
Class Code: C037C
Cost Center: B810100275

Position Summary

The Administrative Analyst will provide technical and administrative assistance to both internal and external constituents. The Administrative Analyst will provide outstanding customer service requiring in depth knowledge and understanding of programs, processes, or services, administer varied or related processes, and/or provide specialized information related to programs, processes, or services provided by the division. The candidate will cross-train on GED administrative activities, maintain database, create correspondence that is error-free, conduct research, analyze and interpret data, and generate scheduled ad hoc reports as directed. In addition, this position will help create and generate templates using Excel, Word, and Formstack, print and track grants, pull data using the data management system, LACES, track WAGE certificates, answer incoming state e-mails and support managers. This position will create and maintain a database of division projects for reporting purposes, which includes the Division of Adult Education strategic plan.

This position requires on-site employment with no remote or hybrid options available.

Education and Professional Work Experience

Minimum Qualifications

The formal education equivalent of a bachelor's degree in public administration, general business, or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job-related education and/or experience may be substituted for all or part of these basic requirements, except for certification licensure requirements, upon approval of the qualifications review committee.

Preferred Qualification

The Administrative Analyst must demonstrate initiative as a self-starter, be analytically astute, exercise responsible discretion and judgment, and be highly motivated to competently achieve performance expectations with minimal supervision. Critical thinking skills and a high level of integrity is essential to be successful.



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Proficiency in all Microsoft Office products is required, especially Microsoft Excel and Word. Database management experience such as Microsoft Access is preferred. The candidate must effectively communicate orally and in writing. Knowledge of and the effective application of grammar, punctuation, and spelling rules is required. Public presentation experience is desired. Good mathematical aptitude is essential. Management and organizational skills are required, with attention to detail.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of mathematics and statistics.
- Knowledge of research and analysis techniques and methods.
- Knowledge of work-related subject area.
- Knowledge of computers and software applications. Ability to prepare, present, and review oral and written information and reports.
- Ability to research and analyze related work program information.
- Ability to develop, recommend, interpret, and apply policies and procedures.
- Ability to analyze financial records and prepare reports.
- Ability to plan, organize, and direct the work of others.

Job Responsibilities and Expected Results

1. Provide assistance in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make and assist in the implementation of recommendations.
2. Coordinate grant administration activities; review and monitor grant applications; ensure paperwork and other supporting documentation are included with grants.
3. Maintain a working knowledge of the Division of Adult Education strategic plan. Collect data, create, update, and track division office activities relative to progress on goals and objectives.
4. Read, understand, follow, and comply with verbal and written instructions. All electronic and hardcopy correspondence must be error-free, and comply with grammar, syntax, spelling, punctuation, and capitalization rules.
5. Maintain files consisting of correspondence, reports, and subject matter material for assigned specialists. Assists others in the department if needed. Types and submits weekly, monthly, and annual reports.



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6. Respond to GED and adult education inquiries from the public, process GED transcripts and WAGE certificates.
7. Consistently and timely read and respond to electronic mail,
8. Read, comprehend, and effectively apply federal, state, and agency policies, procedures, and administrative guidelines to facilitate processes.
9. Collaborate with management staff and employees to share and receive updated information regarding new initiatives, issues, or to resolve problems.
10. Collect and analyze data to compile reports as requested. Generate and complete weekly and monthly reports by specified or negotiated deadlines.
11. Schedule and manage the logistics of meetings as directed which includes distribution of materials and recording the minutes.
12. Apply features of Excel to design\format spreadsheets and create accurate formulas.
13. Create and send out memos and e-mails on the Director's behalf.
14. Research and verify information to provide technical assistance to the public, agency staff, and other entities as directed.
15. Identify and critique potential problems and recommend cost-effective, feasible solutions that are conducive to achieving desired outcomes.
16. Exercise responsible discretion to protect the integrity of all confidential agency, client, student, and employee information.
17. Create documents and templates using MS Word, Excel, and PowerPoint.
18. Track WAGE certificates and documents using CANVAS and LACES.
19. Provide excellent and timely customer service to internal and external staff.
20. Assist with the creation of the grants Excel database/portal.
21. Send out and track Corrective Action Plans, Site Visits, and Program Reviews correspondence.
22. Maintain Vehicle, Room, and Monthly Calendar.