



Project Analyst

Classified Range: 44
Board Approved: 11/18/21 P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a variety of highly specialized and complex analytical and technical duties in order to assist management in implementing a broad spectrum of duties including those related to the development, administration, and management of projects, programs, grants, and contracts related to assigned area.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of research, administrative, operational, financial, and analytical duties in support of assigned projects, programs, and/or functions; conducts studies, research projects, and analysis.
1. Prepares administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consults with District staff and outside agencies to obtain information.
2. Assists with the budget process; provides assistance in the development of assigned budget; collects and analyzes financial data; reviews and analyzes budget requests; creates data tracking and reporting systems; monitors status.
3. Participates in coordinating assigned activities and functions with other staff, projects, and functions as well as local, state, and federal agencies/jurisdictions, business partners, and the general public; coordinates with, interacts with, shares knowledge, and develops collaborative relationships.
4. Represents area of assignment; participates on, and provides staff support to a variety of committees, task forces, and boards; develops agenda items and agendas; prepares and presents materials, staff reports, and other documents as appropriate and necessary; responds to and resolves inquiries and complaints.
5. Serves as contact and responds to requests for information regarding project or program area of assignment; prepares presentations and related material.
6. Maintains records concerning project activities; processes incoming and outgoing documents; prepares and tracks various documents; prepares reports and briefings on project status, progress, changes, and related items related to scope, schedule, and budget.
7. Manages data and information used in assigned area including administering assigned databases; enters and modifies data; generates reports; analyzes user needs and modifies database structure and/or format in response to user needs; trains staff on use of database systems; prepares database documentation.



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8. Plans, coordinates, implements, and evaluates complex projects including accounting related projects; gathers information and creates complex spreadsheets and reports; conducts evaluations and makes recommendations on assigned projects.
9. Performs data input and retrieval; verifies the integrity of data submitted for input and evaluates the accuracy of the information retrieved for reporting purposes.
10. As assigned, maintains database for assigned contracts; inputs new contracts and manages database for contract tracking; maintains contract files as well as a variety of records and files related to contracts, board material, and other information and material for complete audit records; reviews contracts for possible risk factors, clarity, compliance with Board policy, administrative regulations, laws, and funding; negotiates contracts with vendors including to ensure contracts are in compliance with Board policy, clarity of services to be provided, and pricing.
11. As assigned, facilitates various processes and procedures for facilities projects; coordinates advertisement, bidding, and contract preparation processes; attends project meetings to take notes and minutes.
12. As assigned, tracks expenditures for assigned grants and budgets; performs budget adjustments and budget transfers as necessary to ensure budgets balance; prepares purchase requisitions ensuring correct budget numbers are used and funds are available; compiles and completes monthly billings for assigned grants; generates quarterly reports for assigned grants; ensures contract compliance with grantors and follows District policies and procedures; attends grant advisory board meetings; attends mandated trainings for grant updates.
13. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **



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Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought



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Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, accounting, public administration, or a related field.

Experience:

Three (3) years of increasingly responsible experience providing technical and administrative support in a related program area.

License/Certificate:

Possession of a valid driver's license.

Equivalency Provision:

In the absence of a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field, an Associate's degree or sixty (60) semester units with major course work in accounting, finance or a related field and five (5) years of increasingly responsible experience providing technical and administrative support in a related program area is qualifying.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.