

Senior Administrative Analyst (1541) Task List

Budget Review and Analysis

1. Reads and reviews City Departmental budget requests containing recommendations for personnel, equipment, and expenses for City services (e.g., current, enhanced, reduced) in order to determine compliance with the Mayor's budget policies, the Los Angeles City Council's budget priorities, and the City Administrative Officer's budget instructions.
2. Conducts a budget analysis and drafts an associated report, considering factors such as Departmental operations and issues, using systems such as Microsoft Excel, Performance Budgeting, Financial Management System (FMS), PaySR, Microsoft Word, and Google Docs, in order to complete analysis within the required time frame and ensure thorough review of major budget issues.
3. Reviews, analyzes, and forecasts a City Department's operations data, such as work programs, performance metrics, statistics, and staffing levels, in order to determine obligatory or workload changes for City Departments.
4. Compares benefits and costs of proposed service enhancements, such as additional resource requests and new or increased services, by considering factors such as service and programmatic impacts and direct/indirect costs in order to recommend staffing and funding levels to assigned Departments.
5. Communicates with Department managers, supervisors, Los Angeles City Council members or staff, representatives of the Mayor's Office, various committees, other government agencies, and/or members of the public via phone or in-person in order to verify the basis of and need for requested budget items.
6. Conducts on-site review of Department operations, including observations of personnel, equipment, and other resources, in order to better understand Department operations or verify the basis of and need for submitted budget requests.

Budget Recommendations

7. Presents preliminary budget recommendations and City Department responses to recommendations to the City Administrative Officer (CAO) verbally in order to help finalize CAO recommendations to the Mayor for Department budgets.

8. Presents budget recommendations and responds to questions about the recommendations in private or public meetings with the Mayor, Budget and Finance Committee, and Los Angeles City Council verbally and/or in writing in order to provide information necessary to formulate, modify, and adopt a Department budget.
9. Develops recommendations regarding Departmental requests to fill positions, transfer funds, purchase equipment, or make personnel adjustments, by considering factors such as fiscal impact, programmatic needs, and/or regulatory requirements in order to ensure compliance with adopted budget and expenditure plans and reflect changing operating Department conditions.
10. Drafts comprehensive written reports which include problem and current procedure analysis, descriptions of Department budget proposal, background and history, and discussion of alternative solutions and recommendations in order to allow the Mayor and Los Angeles City Council to review and approve the budget.
11. Monitors and analyzes Department budget activity compared to the approved Department budget plan with actual expenses and activities by reviewing documentation, communicating with Department representatives, and reviewing of other appropriate sources of information in order to ensure compliance with City policy and legal requirements, and identify and recommend solutions.

Contract Analysis and Administration

12. Determines necessary information needed for vendors or contractors to draft Requests for Proposal (RFPs) or Requests for Qualifications (RFQs), such as the purpose, scope of work, rating criteria, selection processes, fund availability, and payment schedules in order to secure and award bids on necessary work in compliance with legal and funding requirements, policies, and procedures.
13. Reads, reviews, and analyzes Departmental RFPs or RFQs containing a purpose statement, the scope of work requested, rating criteria, and a selection process, considering factors such as practical implementation issues, City service areas, and/or cost effectiveness, in order to ensure compliance with legal and funding requirements, policies, procedures, including the City Charter, Administrative Code, and federal and state government requirements.
14. Drafts and/or reviews proposed contracts covering work tasks, products, services, payment and delivery schedules, and contractor qualifications in order to ensure compliance with policies, procedures, funding availability, and legal requirements.

15. Reads and analyzes bids and proposals submitted in response to RFPs, such as those to select bond counsel, trustees and underwriters, housing administration contractors, auditors, software or hardware system developers, financial advisors, and management consultants, in order to recommend contractor selection to a Department.

Citywide Projects and Research

16. Reads, reviews, and researches current, proposed, or amended federal, state, county, and/or city government legislation and determines the impact on City authority, operations, and/or finances in order to recommend a City position verbally or in writing to support, oppose, or amend the federal, state, county, and/or city legislation.
17. Drafts written correspondence to City Department heads on matters of policy, procedure, and practice, such as Citywide budget instructions and instructions on capital improvement programs, in order to ensure standardization and compliance with City procedures.
18. Works with and/or leads groups of management and executive employees from other City Departments and Offices in the formulation of policies and procedures, implementation of City services, and project coordination that impact multiple stakeholders in order to ensure equity across participating City Departments and bring a Citywide perspective.
19. Develops program scope, strategic plans, and capital projects by identifying and evaluating different program or plan directions, providing cost estimates, determining potential funding opportunities and resource allocations, and providing recommendations to the CAO, Mayor, Council and various Oversight Committees in order to ensure program completion, efficiency, cost effectiveness, and compliance with regulatory and fiscal requirements.
20. Monitors the progress of approved City capital projects and identifies and removes barriers to project completion, which includes working with City project managers to provide funding, scope, and policy adjustments required to complete projects, and making recommendations to the CAO, Mayor, Los Angeles City Council, and various Oversight Committees, in order to ensure project completion.