Public Administration Analyst

University of California, Los Angeles
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Class Specifications - F.20
Principal Public Administration Analyst - 7261
Senior Public Administration Analyst - 7262
Public Administration Analyst - 7263
Assistant Public Administration Analyst - 7264

SERIES CONCEPT

Public Administration Analysts conduct or supervise complex studies of a variety of governmental problems; and perform other related duties as required.

Incumbents typically plan long-term studies of governmental problems; prepare proposals; design survey instruments and the sampling procedures; select and train staff; determine and locate sources for the collection of information and data; analyze and interpret findings from studies; summarize findings in written or printed reports as necessary; prepare data for presentation in graphic, pictorial, tabular, printed or written form; establish and maintain contacts with officials in the University, government, and industry for the collection and exchange of information; provide consultative services to departments, governmental and private organizations; prepare a variety of bibliographies related to research work; conduct original research on selected topics; and supervise lower level analysts and clerical personnel in the collection of data.

Assignments are usually given on a project basis and incumbents are expected to fully analyze the problem, gather data and information, find and evaluate alternate solutions, and make final recommendations.

The Public Administration Analyst series consists of four levels with the distinction between levels based on the scope and complexity of assigned projects, and the degree of supervision exercised.

CLASS CONCEPTS

Principal Public Administration Analyst

Under direction incumbents perform the most complex studies of governmental problems or are assigned responsibility for organizing, planning, and directing the operations of a unit employing a group of Public Administration Analysts engaged in a variety of research projects; and perform other related duties as required.

Incumbents typically perform independently or direct the conduct of complex and especially difficult studies involving original research on governmental problems; determine staffing and budget needs; plan, assign and evaluate work assignments; hire, train, discipline, evaluate and supervise employees; plan
and direct the conduct of comprehensive long term projects; assist principal investigators in the planning or major long-term projects; work with external public and private agencies in determining project needs; and consult with departments, external public and private organizations in developing specialized projects.

**Senior Public Administration Analyst**

Under direction incumbents typically perform or direct one or more complex long-term projects; prepare reports containing conclusions or recommendations of important consequences to designated programs; assist in the planning of research projects; and consult with departments, external public and private organizations in developing special programs. Incumbents may supervise other analysts, involving assigning, directing, reviewing and evaluating work.

**Public Administration Analyst**

Under general supervision incumbents perform professional analytical work as outlined in the Series Concept. This is the operational level of the series.

**Assistant Public Administration Analyst**

Under supervision incumbents typically make studies or investigations of a variety of public affairs problems restricted in difficulty and scope; or assist higher level Public Administration Analysts in the conduct of more complex studies or investigations; and perform other related duties as required. As examples of duties performed at this level incumbents collect and assemble analytical and factual data on assigned problems through library research and investigation of other related materials; prepare illustrative tables; draft preliminary reports summarizing information available on the problems assigned and commenting on other significance; prepare preliminary outlines for the conduct of studies and accomplishment of assigned objectives; make contacts as necessary with persons in public or private institutions through correspondence, personal interviews, or by telephone to obtain or validate data; prepare questionnaires, and assist in the collection and preliminary interpretation of field data; make preliminary analyses of laws, procedures, and other subjects; write analytical reports and descriptive non-technical summaries; and prepare bibliographies of average difficulty or segments of long or complicated bibliographies involving knowledge of a subject matter field.

Incumbents may prepare simple annotated bibliographies under supervision; may conduct small studies involving original research under supervision; and may direct clerical workers in the tabulation of data as required by individual assignments. This is the entry level in the professional series, however, positions may be assigned to this level on a continuing basis.

**MINIMUM QUALIFICATIONS**

**Principal Public Administration Analyst**

Graduation from college with a major in political science, economics, public administration, business administration, or a related field, and six years of professional research or analytical experience including at least one year of pertinent supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.
Senior Public Administration Analyst

Graduation from college with a major in political science, economics, public administration, business administration, or a related field, and four years of professional research or analytical experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Public Administration Analyst

Graduation from college with a major in political science, economics, public administration, business administration or a related field, and two years of professional research or analytical experience or a related field, and two years of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Assistant Public Administration Analyst

Graduation from college with a major in political science, economics, public administration, business administration or a related field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Note: A Master's degree in a related field may be substituted for one year of required experience.