Class Concept

Under direction, Administrative Analyst Supervisors apply professional training and experience to supervise a wide variety of complex administrative analyses (e.g., analytical studies of existing or proposed administrative organizational structures, policies, and procedures) for a campus or systemwide.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0)

Certification of Licensure Requirements:  None

MINIMUM QUALIFICATIONS

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.