



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
ADMINISTRATIVE ANALYST**

(Classification Specification)

(Classified)

**JOB SUMMARY**

The Administrative Analyst reports to the City Manager or his/her designee. Under general direction, conducts professional level research and analysis in a variety of areas, prepares written and oral reports, and does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts studies and surveys in relation to a wide variety of administrative processes and problems.
2. Provides staff assistance in a number of areas such as: grants management, workers' compensation, safety, liability, and special projects.
3. Establishes and revises administrative procedures and systems. Prepares written and verbal reports.
4. Makes recommendations related to the resolutions of organizational problems and attainment of organizational objectives.
5. Responds to inquiries from staff and the public.
6. Attends City Council, commission, and staff meetings, and may make presentations at such meetings as required.
7. Performs other related duties as required.

**MINIMUM QUALIFICATION**

Education, Training, and Experience

A bachelor's degree in Public Administration or related field;

Minimum of two years experience related to one or more municipal operations; or

A combination of education and experience necessary to perform the job.

**QUALIFICATIONS**

Knowledge of:

1. Methods and principles of administrative research and analysis;
2. Basic statistical methodology and analysis; and

3. Municipal government operations.

Ability to:

1. Conduct professional level studies;
2. Prepare reports and make recommendations;
3. Compile and interpret statistical data; and
4. Communicate effectively both verbally and in writing.

License, Certificate, and Special Requirements

A valid California Driver's License.