UCSB ANALYST SERIES CONCEPTS

This series was uniquely developed for use at UCSB only.

7244 Assistant Analyst (PSS Grade 2) (non-exempt)

Incumbents perform administrative analysis under the supervision of higher level analysts. Assignments are normally more limited in scope and may be preliminary to work done by other analysts. It is not expected that all analytical functions, such as those described at the benchmark level will be performed, but that those connected to research, data gathering and formatting and some interpretation will be. May carry out special projects of a limited and specific nature. Majority of duties should be devoted to analytical tasks and not to administrative duties. Non-exempt.

7234 Analyst I (PSS Grade 1) (non-exempt)
7245 Analyst I-Supervisor (PSS Grade 1) (non-exempt)

This level is intended for positions which have a significant component of analytical responsibilities set within a wider scope of administrative duties. Incumbents perform some portion of their duties at the Analyst II level but also participate in program administration, special projects, budgets, contracts, systems and personnel within their units. Analysis is not the sole focus of this job but one of a mix of duties used to support the day-to-day operations of a unit, program or department. However the majority of duties should clearly be at the professional level and not of a clerical nature. Non-exempt.

Examples:

Operations manager for a small to medium-sized business services department or non-academic unit within a wider area of operation. Typically has responsibility for budget, payroll, personnel, equipment space and general office management functions in the department or for a significant program or unit within the department.

Business Services Officer for an academic program or a small academic department or a financial analyst for a large department with substantial contract and grants awards.

Supervisory title: Must meet the HEERA definition of a “supervisor”, typically supervises those in the administrative assistant series or equivalent.

7235 Analyst II (PSS Grade 2) (non-exempt)
7246 Analyst II-Supervisor (PSS Grade 2) (non-exempt)

Majority of duties are focused on complex administrative analysis with only general supervision. This is the benchmark level of the series. At this level incumbents typically analyze existing and proposed administrative structures, policies and procedures, determine and locate sources for collecting data, review, analyze and summarize reports, prepare directives to ancillary administrative units and provide consultative services to management. Assignments are usually given on a project basis in which incumbents are expected to analyze the problem fully, gather data and information, evaluate solutions and make a final recommendation. Non-exempt or exempt depending upon the specific duties assigned. (HR must approve all exempt designations for this title.)

Examples:

Financial Analyst for a small to medium-sized business or research department, responsible for overseeing the daily activity of financial support services. Collects, summarizes and analyzes financial or workflow data. Makes recommendations to management on policy and procedure changes and implements as necessary.

Business services officer for a small, full-service academic department.

Administrative Analyst for a non-academic department with responsibility for a planning and implementation of
a specific campus initiative. Oversees complex projects that are based on current campus policy. Gathers data, prepares reports and makes recommendations to management regarding specific process improvements. Receives general direction and supervision from management

Supervisory title: Must meet the HEERA definition of "supervisor", typically supervises admin. assistants and other analysts at same level or below.

**7236 Analyst III (PSS Grade 3)**
**7247 Analyst III-Supervisor (PSS Grade 3)**

Plan, develop, manage and implement all or portions of a department program or function which may have campus-wide impact and/or assist a higher level administrator in the management and implementation of the organization's goals and objectives. Incumbents actively participate in the analysis and implementation of the long-range goals of departments, divisions or colleges. All the analytical duties defined for the Analyst 2 are performed here but are more closely tied to the directives of managers and chief administrators. Staff assignments are broad and general in nature requiring a depth of understanding of department's programs, goals and objectives that is not characteristic of the Analyst 2 level. Assignments at this level should be longer term and more complex than assignments at the 2 level and performed with a greater degree of autonomy. Rendering assistance to or supervising lower level analysts may also be involved. This level has both a depth and breadth dimensions: incumbents can either perform a single function at a specialized level or a number of functions each of an analytical nature. Exempt.

*Examples:*

Financial Analyst in a medium to large-sized, non-academic department with responsibility for budget, payroll, personnel, equipment, space, etc., including supervision of support staff and entry-level professionals. Operates with little direction; expected to carry out directives independently.

Business Services Officer in a medium-sized, full-service academic department or research unit. Program Services Coordinator for a small unit in a student affairs department with responsibility for implementing a specialized program or service. Typically supervised both clerical and professional level staff who carry out the specifics of the program. Uses specialized knowledge of subject area to expand and/or improve upon the program, creating new policies and procedures. Typically manages a program budget and possibly space.

Supervisory title: Must meet the HEERA definition of "supervisor", typically supervises other analysts at lower levels or higher level administrative assistants.

**7237 Analyst IV (PSS Grade 4)**
**7248 Analyst IV-Supervisor (PSS Grade 4)**

Supervise multi-function programs of limited scope or have full programmatic responsibility for complex, single-function activities. Incumbents perform complex administrative analysis of organizational structures, policies, procedures, practices and cost-benefit studies on a university-wide or campus-wide basis. Typically at this level, incumbents develop and recommend new administrative or organizational structures, policies and procedures which apply campus- or university-wide or to a large and complex school or college; review, analyze and summarize reports of high level administrators, committees and regulatory agencies; prepare directives for issuance campus-wide or to major administrative units; conduct negotiations to implement specific directives which may involve the coordination of several service areas of the campus. Provide advice and assistance to analysts lower in the series on more difficult problems and provide consultative services to upper level management on major issues. Positions at this level are usually found at centralized offices such as, Vice Chancellors, Directors and Deans, having a number of subordinate operating departments. Exempt.

*Examples:*

Program Services Coordinator for a medium to large sized student affairs department. Has full functional responsibility for planning, directing, controlling, and evaluating major campus-wide student affairs programs.
Acts with a high degree of autonomy in program areas with major impact on the campus. Typically supervises other Student Affairs Officers and reports directly to high level managers.

Business Services Officer for a large academic department or research unit.

Operations manager in a large-sized, non-academic department with responsibility for managing a combination of the following functional areas including: operations, budgets, grants/awards, accounting, payroll, space, and personnel. Supervises support staff, which may include some professionals.

Supervisory title: Must meet the HEERA definition of "supervisor", typically supervises lower level analysts.

**7238 Analyst V (PSS Grade 5)**
**7249 Analyst V-Supervisor (PSS Grade 5)**

Responsible for supervising or performing the highest, most complex level of administrative analysis. These positions are either assigned to a Dean, Vice Chancellor or Chancellor and conduct analyses and reviews of major initiatives or supervise other analysts charged with carrying out similar tasks. This is the highest level in the series and should only be employed for the most expansive analytical tasks with campus-wide implications coupled with a specialized knowledge of a given field. There should be both a wide scope of activity combined with a depth of knowledge about campus operations as a whole. If analytical duties exceed this level, a generic MSP I title should be used. Exempt.

*Examples:*

Positions at these levels are responsible for ongoing staff functions with the highest level of campus-wide impact, and supervise other analysts.

Perform the highest level of analysis for Vice Chancellors or other Management Program Officials.

Projects directly contribute to major campus objectives or resolution of major campus problems usually at the Vice Chancellor level or above.

Supervisory title: Must meet the HEERA definition of "supervisor", typically supervises typically lower level analysts.