



CAMERON PARK COMMUNITY SERVICES DISTRICT
ADMINISTRATIVE SERVICES ANALYST
ADMINISTRATION DEPARTMENT
FULL-TIME/NON-EXEMPT EMPLOYMENT
Salary Range: \$71,780.00 - \$91,624.00 Annually

JOB DESCRIPTION:

Under the general supervision of the General Manager, the Administrative Services Analyst provides analytical, technical, and administrative support to District management in areas including finance, budgeting, human resources, purchasing, contracts, and general operations. The position performs research, data analysis, reporting, and program support activities that assist management in decision-making, regulatory compliance, and operational efficiency. Primary activities include professional-level governmental financial and budget analysis, including revenue and expenditure monitoring, financial forecasting, budget development and administration, fund and account analysis, financial reporting, and evaluation of the fiscal impacts of District programs, projects, and management decisions.

This position is distinguished as a higher-level professional analyst classification responsible for performing detailed and advanced analytical work requiring a high degree of independent judgment, technical expertise, and knowledge of District operations, governmental finance, budgeting, human resources, and administrative practices.

The Administrative Services Analyst may serve in a lead or supervisory capacity over assigned administrative, technical, or support staff and may assign, direct, review, and evaluate work; provide training and technical guidance; establish work priorities; and participate in the development and implementation of departmental procedures and internal controls.

ESSENTIAL JOB DUTIES (MAY INCLUDE BUT NOT LIMITED TO):

- Provide analytical, financial, and administrative support to the General Manager and District departments.
- Assist in the preparation, monitoring, and administration of the District's operating and capital budgets, including revenue and expenditure monitoring, financial forecasting, variance analysis, fund summaries, and budget performance reporting.
- Prepare financial and administrative reports, Board staff reports, presentations, spreadsheets, dashboards, data summaries, and other analytical materials to support management decision-making, public transparency, and Board review.

- Prepare, review, and reconcile financial records, journal entries, general ledger accounts, subsidiary records, and fiscal reports in accordance with governmental accounting principles, District policies, and applicable requirements; assist with year-end closing and preparation of audit-ready schedules.
- Assist with preparation and coordination of the District's annual financial audit, including preparation of schedules and reconciliations, assembling supporting documentation, responding to auditor requests, and assisting with implementation of audit recommendations.
- Assist in the development, evaluation, and implementation of administrative programs, systems, procedures, workflows, and internal controls; identify and recommend opportunities to improve organizational efficiency and effectiveness.
- Assist with grant administration, including grant research, tracking, reporting, documentation, and compliance monitoring.
- Support human resources functions, including benefits administration, employee records, recruitment and onboarding, payroll coordination, and CalPERS enrollment and compliance requirements.
- Coordinate purchasing activities and provide fiscal and administrative support for vendor agreements and professional services contracts, including procurement documentation, budget verification, expenditure tracking, contract and amendment analysis, and monitoring compliance with District purchasing policies and available appropriations.
- Support District risk management functions, including insurance coordination, claims documentation, regulatory reporting, and related administrative activities.
- Prepare and coordinate required governmental financial reports and regulatory filings, including State Controller's Office reports, transparency reporting, and other state and federal reporting requirements; research and interpret applicable laws, regulations, and District policies to support compliance.
- Provide information and assistance to District staff, vendors, and members of the public regarding administrative policies, procedures, and District requirements while maintaining appropriate confidentiality and professionalism regarding sensitive personnel, financial, and organizational matters.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Education and experience that demonstrates the knowledge, skills, and abilities necessary to perform the duties of the position will be considered. Typical qualifying pathways include:

Option I

Bachelor's degree from an accredited college or university in business administration with a concentration in finance, accounting, human resources, or a closely related field

AND,

Two years of professional-level experience performing advanced administrative or analytical work in public administration, finance, human resources, or a related field, preferably within a public agency or governmental organization.

Option II

Associate degree from an accredited institution.

AND,

Four years of increasingly responsible administrative, technical, or paraprofessional experience in finance, human resources, or a related field within public administration.

Proof of education, including transcripts or degree verification, may be required at the time of appointment.

PROBATIONARY PERIOD

This position is subject to a twelve-month probationary period. During this period, the employee's performance, conduct, and overall suitability for the position will be evaluated.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Knowledge of governmental financial reporting requirements including State
- Controller reporting, transparency reporting requirements, and public sector audit processes.
- Principles and practices of public administration, budgeting, finance, and human resources.
- Governmental fund accounting and financial reporting practices.
- Public sector benefits administration and CalPERS requirements.
- Research methods, statistical analysis, and report preparation.
- Applicable federal, state, and local laws governing public agency administration.
- Contract development, procurement practices, and vendor management.
- Office software applications including spreadsheets, databases, and financial systems.

Ability to:

- Analyze financial and operational data and draw sound conclusions.

- Prepare clear, concise, and accurate reports and correspondence.
- Demonstrate proficiency in Microsoft Office Suite and Excel, including the use of formulas, functions, data analysis tools, financial calculations, and the development and maintenance of complex spreadsheets used for budgeting, forecasting, reconciliations, financial reporting, and management analysis.
- Assist in developing and monitoring budgets and financial reports.
- Interpret and apply District policies, procedures, and regulations.
- Communicate effectively both orally and in writing.
- Maintain confidentiality and exercise sound professional judgment.
- Establish and maintain effective working relationships with employees, public officials, vendors, and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

This position is primarily performed in an office environment. Duties require prolonged sitting, standing, walking, reaching, bending, and repetitive hand movement when working with computers or documents. The employee must be able to lift and move files, records, and office materials weighing up to 25 pounds. Visual acuity sufficient to read documents and computer screens and hearing sufficient to communicate effectively in person and by telephone are required.

Reasonable accommodations may be made for qualified individuals with disabilities.

Conditional Offer Procedures - Candidates selected from the interview process will receive a conditional offer of employment contingent upon the successful completion of the following:

- Background Check: A State of California, Department of Justice criminal background check including LiveScan finger printing. The Background process will also include a comprehensive
- Work Eligibility: In accordance with federal law, all employees must be legally authorized to work in the United States. Documentation of eligibility will be required as part of the hiring process.

EQUAL OPPORTUNITY EMPLOYER:

Cameron Park Community Services District is an Equal Opportunity Employer and provides employment opportunities to qualified individuals without discrimination on the basis of race, color, religious creed, national origin, gender, gender identity or gender

Updated 09.15.2026

expression, sex, sexual orientation, age, disability, medical condition, genetic information, covered veteran/military status, marital status or any other status protected by federal or state law.