



## **CAMERON PARK COMMUNITY SERVICES DISTRICT**

ADMINISTRATIVE SERVICES ANALYST

ADMINISTRATION DEPARTMENT

Full-Time/NON-EXEMPT EMPLOYMENT

Salary Range: \$69,680 - \$88,931

### **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.

This position works collaboratively with all District departments and may provide technical guidance or project coordination support to clerical or technical staff.

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

- Provide analytical 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.
- Monitor revenues and expenditures, prepare financial forecasts and projections, and assist in analyzing budget performance trends.
- Prepare and reconcile financial records, journal entries, and reports in accordance with governmental accounting standards.
- Assist with preparation and coordination of the District's annual financial audit, including assembling supporting documentation, responding to auditor requests, preparing schedules and reconciliations, and supporting implementation of audit recommendations.
- Conduct research, data collection, and statistical analysis related to District programs, operations, and administrative functions.
- Prepare reports, presentations, spreadsheets, and data summaries to support management decision-making and Board review.
- Assist in the development, evaluation, and implementation of administrative programs, systems, and procedures.
- Review and analyze organizational workflows and administrative processes and recommend improvements to increase efficiency and strengthen internal controls.

- Assist with grant administration activities including research, tracking, reporting, and compliance monitoring.
- Support human resources functions including benefits administration, employee record maintenance, recruitment coordination, onboarding processes, and coordination with payroll systems to ensure accurate employee compensation, reporting, and personnel records.
- Assist with CalPERS enrollment and compliance requirements as assigned.
- Coordinate purchasing activities and assist with preparation and monitoring of vendor agreements and professional services contracts.
- Support the District's risk management functions including insurance coordination, claims documentation, and regulatory reporting requirements.
- Research and interpret federal, state, and local regulations and District policies to ensure compliance.
- Maintain confidentiality and professionalism when handling sensitive personnel, financial, or organizational matters.
- Provide information and assistance to staff, vendors, and members of the public regarding administrative policies and procedures.
- Prepare and coordinate required governmental financial reports and regulatory filings, including State Controller's Office reports, transparency reporting such as Transparent California, and other state or federal reporting requirements as assigned.
- Knowledge of governmental financial reporting requirements including State Controller reporting, transparency reporting requirements, and public sector audit processes.
- 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 public administration, business administration, 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 public administration, finance, human resources, or a related field.

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:**

- 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.
- 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 is 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.
- **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 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.