



Resolution No. 82-2020
Adoption Date 11/4/2020

No Sufficiency of Funds Required: H. Taylor
Form and Legality: D. Minchello

RESOLUTION CREATING THE POSITION OF ADMINISTRATIVE ANALYST

WHEREAS, the Union County Improvement Authority (the “Authority”) has been duly created by an ordinance of the Board of Chosen Freeholders (the “Board of Freeholders”) of the County of Union, New Jersey (the “County”), as public body corporate and politic of the State of New Jersey (the “State”) pursuant to and in accordance with the County Improvements Authorities Law, constituting Chapter 183 of the Pamphlets Laws of 1960 of the State, as amended and supplemented from time to time (the “Act”); and

WHEREAS, the Board of Commissioners of the Union County Improvement Authority does hereby create the position of Administrative Analyst; and

WHEREAS, a copy of the job description for Administrative Analyst is annexed hereto as Appendix A.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of Union County Improvement Authority as follows:

1. The Authority hereby incorporates the above-referenced recitals as contained at length herein; and
2. The Authority hereby authorizes the creation of the position of Administrative Analyst to the Authority; and
3. The Administrative Analyst shall be hired by the Executive Director and/or Union County Project Manager and serve at his/her pleasure; and
4. This resolution shall supersede all prior resolutions of appointment for the position of Deputy Director/Project Manager (Resolution 26-2015), Project/Financial Specialist (29-2013), and Project Director (72-2010) and all subsequent resolutions pertaining thereto; and
5. This resolution shall take effect immediately.

Commissioner	Motion	Second	Yes/Aye	No-Nay	Abstain	Absent
David Barnett		✓	✓			
Steve Hockaday	✓		✓			
Christopher Kolibas			✓			
Debra Marshall			✓			
Andrea Mojica			✓			
Ahmed Shehata			✓			
Scott Huff, Vice Chairman						✓
Sebastian D’Elia, Chairman			✓			

EXHIBIT A

ADMINISTRATIVE ANALYST

DEFINITION

Under limited supervision, plans and conducts management, statistical, organizational, fiscal, performance, and budget analyses of UCIA programs and projects; assists in conducting cost benefit analyses and effectiveness surveys; does other work as assigned.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Plans and conducts management, statistical, organizational, fiscal, performance, and budget analyses of UCIA programs and projects.

Assists in conducting cost benefit analyses and effectiveness surveys; where alternative programs are needed, assists in making evaluations and recommendations as required.

Performs evaluations of program activities to establish the validity of program objectives and the effectiveness of program operational policies and procedures in accomplishing these objectives.

Evaluates fiscal management impacts involved with alternative policy actions or proposed projects.

Conducts research and investigations to prepare detailed recommendations relating to proposed expansion, continuation, or elimination of programmatic needs and functions.

Negotiates approval of proposals and recommendations.

Provides advice based on established practices, theories, techniques, methodology, and precedents.

Installs approved organizations, methods, and procedures.

Initiates and maintains contacts in the execution of authorized studies and projects.

Prepares clear, sound, accurate, and informative statistical and other reports containing findings, analyses, conclusions, and recommendations.

Analyzes operational problems brought to light through budget studies, requests and hearings; compiles and interprets data; appraises agency situations and develops courses of action for the more effective utilization of fiscal management resources.

Prepares justifications to propose solutions to administrative, budgetary, or fiscal problems indicating the costs, net benefits, risks, and alternatives.

Reviews programs and activities and evaluates administration objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishments.

Determines whether activities and programs are essential to good government and are carried out economically and efficiently.

As directed, participates in administrative planning and in the development of capital projects.

Establishes guidelines to determine update cycles for project management.

As required, participates in administrative planning, organization, administrative, and procedural studies, in capital planning and research, and assists in introducing new techniques and methods to improve administration.

Assists in the preparation of the annual operating and project budgets to meet agency goals.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information system used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses.

EXPERIENCE:

Two (2) years of experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

NOTE: Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis. (Thirty (30) credits equates to one (1) year of experience).

NOTE: A Master's degree in one of the areas listed above may be substituted for one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of management concepts and practices.

Knowledge of modern government budgeting, purchasing and planning practices and procedures, government programs analysis, government organization principles, and administrative practices.

Knowledge of data processing and its application to management decision-making in the management of government agencies.

Ability to read and interpret laws, rules and regulations and apply them to specific situations.

Ability to analyze program operations, identifies alternative program strategies, develop cost estimates, and evaluate alternatives and select the most practical and effective.

Ability to plan and execute analytic studies, investigations, and research assignments.

Ability to produce reports containing clear, sound, and accurate analytic data findings and recommendations, including suggested implementation techniques.

Ability to work effectively and cooperatively under minimal supervision.

Ability to utilize information system technology in the analysis and evaluation of agency programs.

Ability to identify and define latent program and policy issues and to recommend appropriate action to be taken.

Ability to select and apply established practices, theories, techniques, and methodologies of management to the problems encountered.

Ability to present orally and discuss complex matters in a clear and convincing manner.

Ability to provide sound advice, assistance, and instructions.

Ability to understand the roles and responsibilities of various levels of management.

Ability to gather, assemble, correlate, and analyze facts and draw conclusions therefrom.

Ability to comprehend, evaluate, and objectively analyze management problems, and to develop solutions to such problems logically and systematically.

Ability to organize assigned work.

Ability to develop effective work methods.

Ability to maintain financial and program records.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.