

**CLASSIFICATION AND TITLE:** Administrative Analyst (#1822) –

**JOB DESCRIPTION:** The Department of Public Health’s Office of Overdose Prevention is accepting applications for (1) full-time Category 18 Administrative Analyst (1822). The Administrative Analyst is responsible for providing administrative support to a Substance Abuse and Mental Health Services Administration (SAMHSA) Overdose prevention grant including assisting in data collection and evaluation ensuring we are meeting all grant deliverables.

**LOCATION:** 1380 Howard Street, San Francisco, CA 94103

**SCHEDULE/SHIFT:** 8:30-5:30 Monday – Friday

**ESSENTIAL DUTIES:** Under general direction, the Administrative Analyst will provide analytical support on the administration and monitoring of a SAMHSA grant through quantitative and qualitative data analysis. The 1822 Administrative Analyst performs the following duties:

- Assists with the monitoring and implementation of a federal grant, including tracking grant deliverables, attending required grant meetings, and contributing to the development of grant reports.
- Assists the SF Fire Department in implementing and monitoring a first responder training curriculum funded through a federal grant.
- Assists in implementing a peer tenant overdose prevention program. This includes ordering supplies, tracking metrics, assisting in the development of policies & procedures, and other project support.
- Compiles information and documentation in preparation for producing and/or drafting fiscal/financial reports.
- Performs analysis for monitoring of grant received, monitors departmental expenditures to ensure funding parameters are met; analyzes other criteria to ensure compliance with standards required by grantor.
- Prepares or assists in the preparation of a variety of management reports; compiles and evaluates information in preparation for writing report.
- Performs research, compiles, and analyzes information/data regarding a variety of administrative, management, fiscal and organizational issues.
- Assists in developing financial/fiscal analysis and reporting.
- Assists in program evaluation and planning.
- Supports grant administration and monitoring.
- Prepares & assists in quantitative and qualitative data analysis.
- Assists in budget development and administration.
- Assists in the development and evaluation of management/administrative policy.
- Assist in the development and administration of competitive bid processes and contractual agreements

**DESIRED QUALIFICATIONS:**

- Ability to work both independently and as part of a team

- Strong project management skills
- Excellent writing skills
- Strong oral communication skills
- Ability to develop and maintain positive working relationships with DPH and community-based organization staff
- Knowledge of principles of cultural competence/humility
- Knowledge of harm reduction principles and strategies
- Knowledge of substance use issues, including overdose prevention
- Understanding of substance use and how it impacts health
- Knowledge and experience of managing a federal health services grant
- Knowledge of San Francisco first responders including paramedics, Fire, Police, and Emergency Management