



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ANALYST

(Public Works Department)

Salary: \$4,567 - \$5,552 monthly (paid bi-weekly)

Open: Friday, April 13, 2018

Close date: Friday, April 27, 2018

Apply at: www.calopps.org

A completed online employment application and questionnaire is **REQUIRED**

Incomplete or late applications will NOT be accepted.

Resumes will NOT be considered in lieu of the required employment application.



SUMMARY DESCRIPTION

Under direction, performs a wide variety of professional analytical and administrative duties in support of assigned functions, operations, programs, department, and/or division; performs duties in support of various administrative operations and activities including special projects, research studies, budget analysis, and other specialized functions; coordinates and performs a variety of contract and grant administration duties; prepares various reports to improve the efficiency and effectiveness of operations; coordinates assigned activities with other departments, divisions, outside agencies, and the general public; provides information and assistance to the public regarding assigned programs and services; and may assign work or provide lead direction to clerical staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Administer and coordinate assigned functions or projects; participate in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommend and implement resulting policies and procedures; create and modify policy and procedural manuals and guidelines.
2. Prepare and present comprehensive reports that present technical, financial and statistical data, identify alternatives, and include conclusions, forecasts, and recommendations.
3. Participate in the budget development and administration for assigned area of responsibility; analyze proposed capital, operating, and maintenance expenditures; prepare reports and analyses related to impact of budgetary decisions; prepare financial forecasts; track and monitor budget expenditures.
4. Provide assistance in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make recommendations and assist in implementation.
5. Investigate, analyze, develop and prepare special studies or projects; perform complex research and analysis of new programs, services, policies, and procedures; prepare and present reports.

6. Plan, coordinate, and evaluate activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; assist in contract negotiations and administration; monitor compliance with applicable contractual agreements.
7. Coordinates grant administration activities; prepare, write, review, and monitor grant applications; monitor existing programs for compliance with regulations.
8. Analyzes federal, state, and local legislative proposals for impact on assigned operations.
9. Coordinate, prepare, and conduct marketing, public relations, and outreach programs; prepare marketing material including brochures, posters, articles, advertisements, flyers, schedules of events, and pamphlets; attend and participate in community groups and meetings; educate the public on assigned programs.
10. Provide staff assistance to higher-level management staff; participate on and provide staff support to a variety of committees, boards, and commissions; prepare and present staff reports and other correspondence as appropriate and necessary.
11. Coordinate and collaborate with departments, divisions and outside agencies; serve as a liaison with public and private organizations, community groups and other social organizations; provide information and serves as a resource.
12. Attend and participates in professional group meetings; stay abreast of new developments within assigned area of responsibility; maintain awareness of federal, state and local regulations.
13. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
14. Lead, plan, train, review and coordinate the work of clerical staff assigned to perform functions and tasks in support of work responsibilities; provide information and feedback to appropriate supervisory staff regarding performance of assigned staff.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services and activities of assigned program area.
- Organization and operation of municipal government.
- Principles and practice of program development.
- Methods and techniques of data collection, research, and report preparation.
- Methods and techniques of statistical and financial analysis.
- Principles and procedures of financial record keeping and reporting.
- Principles and practices of budget preparation and administration.
- Principles and practices of accounting.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Applicable civil, government and administrative codes.
- Principles and practices of public sector contract administration.
- Principles and practices used in grant development and administration.
- Public sector employee relations theory, practice and issues.
- Principles and practices of customer service.
- Principles of business letter writing.
- Basic principles of supervision and training.
- Policies and procedures of the assigned department.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Perform a full range of responsible analytical and administrative duties in support of assigned programs, functions, and/or department involving the use of independent judgment and personal initiative.
- Research and analyze problems and prepare recommendations on a variety of issues.
- Understand the organization and operation of assigned department and outside agencies as necessary to assume assigned responsibilities.

- Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.
- Participate in various organizational studies and analyses.
- Research, analyze and evaluate programs, policies and procedures.
- Collect, evaluate and interpret complex information and data.
- Prepare, research, negotiate, and monitor contracts and agreements.
- Prepare clear and concise administrative and financial reports.
- Maintain accurate and complete records on programs and operations.
- Assist with budget preparation and administration.
- Interpret technical information for a variety of audiences.
- Independently prepare correspondence and memoranda.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Lead, organize, train, and review the work of clerical staff, as assigned.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, environmental science/studies, or a related field.

Experience:

Four years of increasingly responsible administrative, analytical, and/or budgetary experience.

DESIRED QUALIFICATIONS

- Knowledge of Public Works operations and structure
- Strong interpersonal skills
- Excellent project and time management skills

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

BENEFITS

Benefits and compensation for this job classification are administered under the Miscellaneous Bargaining Unit Agreement.

Retirement/Pension: The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform act (PEPRA). "*Classic Members*" (within the last six (6) months a member of StanCERA or a reciprocal retirement plan, e.g. CalPERS) are enrolled in the city's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "*new members*" are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 7.7%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

Health: The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at *no cost* to the employee or family! Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield HMO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and Blue Shield MES Vision.

Volunteer Benefits: The City contributes an additional \$100 per month through a qualified Section 125 plan for the purchase of voluntary benefits (e.g. Life/AD&D, long-term disability, and FSA for daycare and unreimbursed medical expenses). Employee contributions to certain voluntary benefits are taken as pre-tax deductions. If the employee does not utilize the entire allowance for benefits, the City shall contribute the remaining balance to the employee's deferred compensation (457) supplemental retirement account, Retiree Health Savings or Health Savings Account, as applicable.

Miscellaneous Benefits: Employee Assistance Program, voluntary options for Deferred Compensation (457) and short-term and long-term disability, voluntary life insurance and AD&D, 12 days of sick leave accrued each year with unlimited accrual; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year.

The City also participates in Social Security which requires a 7.65% contribution rate including Medicare.

EXAMINATION PROCESS

Those applicants, who meet the employment qualifications, will be contacted via email regarding next steps in the recruitment process. Candidates, who achieve a top ranking score, will be invited to an Oral Panel Interview Test. Candidates who achieve a passing score of 70% and above on the Oral Panel Interview Test, will be certified on an Employment Eligibility List and may be contacted for an in-person interview.

SELECTION PROCESS

Offers of employment may be subject to successful completion of a pre-employment background check, fingerprint clearance, and a physical examination, including a drug test. An additional condition of employment includes employment verification and authorization to work in the United States, by completing the I-9 employment verification form designated by the United States Citizenship and Immigration Services (USCIS).

PLEASE NOTE: The provisions of this bulletin do not constitute a contract or offer of employment expressed or implied.

AMERICANS WITH DISABILITIES ACT

Individuals with qualified disabilities as defined by the ADA and FEHA, who need reasonable accommodation to participate in any of the examinations administered by the City of Ceres, must notify the Human Resources Department in writing prior to the final filing date for this recruitment. Official documentation of your functional limitations may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY**