



*Now Accepting Applications for*  
**Management Analyst (Public Works)**

Monthly Salary Range

**(A) \$6,569 (B) \$6,898 (C) \$7,242 (D) \$7,605 (E) \$7,985 (F) \$8,184**

**Filing Deadline: August 25, 2017 at 5:00 p.m. or first 100 applications (whichever occurs first)**

**Applications MUST be submitted online at [www.CalOpps.org](http://www.CalOpps.org)**

This is the journey level class in the Management Analyst series. This appointment will be with the Public Works Department. The Management Analyst will be performing the full range of duties for the class and is expected to work on complex projects such as assisting with department budget development and tracking, as well as CIP budget development and tracking. In addition, the incumbent will be expected to prepare grant applications, and handle grant reporting and tracking; as well as, prepare and administer contracts for various public works projects. Preparation of staff reports for various boards is expected, as well as the ability to perform analysis of legislative mandates and development and implementation of programs, to respond to such mandates, as needed.

Direction is provided by the Public Works Director/City Engineer. The incumbent will be expected to provide technical and functional supervision over lower level professional staff and direct supervision over technical and administrative support personnel.

### **POSITION**

To independently perform professional administrative support and analysis for the Public Works department, to perform research, statistical, and other analytical work; and to fulfill a variety of administrative assignments in functional areas such as budget, fiscal analysis, contract administration, grant administration, process improvement, legislative monitoring, and regulatory compliance.

### **QUALIFICATIONS**

#### **Experience:**

- Two years of responsible experience performing duties similar to that of a Management Assistant. (Four years preferred)

#### **Education:**

- Equivalent to a Bachelor's degree from an accredited college or university in business administration, public administration, or a related field.

#### **License or Certificate:**

- Possession and maintenance of a valid California Driver's License.

**Knowledge of:**

- Principles and practices of organization and administration.
- Principles and practices of budget preparation, analysis and administration.
- Statistical and graphical presentation methods.
- Mathematical principles.
- Principles and procedures of financial record keeping and reporting.
- Technical report writing procedures and grant proposal development.
- Programs, processes and structure of assigned department.
- Principles and practices of municipal budget development and administration.
- Pertinent local, State and Federal laws, ordinances and rules.
- State and Federal legislative and regulatory processes.
- Principles and practices of grant administration.
- Principles of project management.
- Principles and practices of supervision.
- Principles and practices of marketing, community outreach and public information.
- Modern office procedures, methods and computer equipment.

**Ability to:**

- Independently perform professional analytical work in support of assigned department and programs.
- Identify, research, and respond to questions from other City departments, outside agencies and the public.
- Prepare and present technical reports, requests for proposal, contracts and agreements.
- Analyze financial data, fiscal and actuarial reports.
- Conduct, prepare and present special studies related to assigned operations.
- Supervise, train and evaluate assigned staff.
- Research, analyze and resolve technical administrative issues.
- Work with and maintain the confidentiality of information.
- Operate and use modern office equipment including computers and applicable software and databases.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXAMPLES OF DUTIES:** Duties may include, but are not limited to, the following:

**Essential**

- Assist in the preparation, development, and administration of department or division operating, multi-year and/or capital improvement budgets.
- Research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyze and make recommendations in the development and administration of assigned program area.
- Research and analyze pending legislation and identify impact to department programs and activities.
- Serve as liaison between outside organizations and the City; provide professional guidance with respect to City policies and procedures; receive, research, and respond to questions from outside agencies, other City departments and the general public.
- Participate in the development and implementation of departmental strategic plans; track a variety of operational data ensuring goals are being met.
- Investigate, analyze, develop and prepare special studies or projects and corresponding documentation and technical reports; make recommendations.
- Revise and develop fees; coordinate with outside consultants regarding in depth fee studies.
- Assist in the development and analysis of departmental policies, procedures and systems; recommend goals and objectives.
- Provide cost analysis related to labor negotiations.
- Prepare and present staff reports and presentations at various City Council, commission/board, and other governmental meetings; draft City Council documents; serve on various committees and task forces.
- Research grant opportunities and prepare grant proposals; monitor and administer grants.

- Assist with the selection and management of consultants and contractors; negotiate and administer contracts; ensure compliance with department procedures, City policies, and pertinent laws, regulations and ordinances.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Represent department, division and City on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.
- May plan, prioritize, assign, and review the work of support staff; participate in the recommendation of the appointment of personnel; provide or coordinate staff training; and work with employees to improve performance.
- Answer questions and provide information to the public, via telephone, e-mail, and written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

**Important:**

- Perform related duties as assigned.

**Physical Requirements:**

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 8 hours of sitting; up to 3 hours of standing, walking, bending, crouching, stooping, twisting, and turning, grasping (firm), pinching, reaching forward and overhead; lifting and carrying ledgers and other office supplies/reference materials weighing up to 25 lbs., pushing and pulling 10 lbs or less, eye-hand coordination, eye-hand-foot coordination; and driving; between 3 to 6 hours of verbal contact either face to face or on the phone (speech and hearing); finger dexterity and light grasping; vision acuity (near), and color vision.

**Mental Requirements:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following instructions, simple to complex – reading, writing, and math skills; forming, analyzing, compiling, computing, copying, comparing, speaking-signaling, helping; perceiving pertinent detail in objects or in pictorial or graphic material; performing from simple, repetitive, clerical tasks to varied, complex assignments, maintaining work space, relating to other people, influencing people, evaluating; generalizing; and responsibility for direction; may supervise others.

**Work Environment:**

Work is performed indoors, using a computer and other office equipment; working alone; working around or with others.

**Supplemental Questions:**

1. Please give an example that best demonstrates your ability to develop a proposal or strategy that responded to a (grant application, a specific organizational goal, or changing workforce demands).
2. Discuss a specific experience you have had that demonstrates your ability to handle multiple complex projects simultaneously and lead each to successful completion within deadlines.
3. Please describe your budget management and project fund/program monitoring experience, include type, amount of budget, level of authority, and length of time spent in this function.

## BENEFITS

- **Retirement** – Public Employees’ Retirement System (PERS) 2.5% @ 55 for “classic” members (employee pays 10.3% of salary); 2.0% @ 62 for new PERS members (employee pays 6.25%)
- **Medical Plan:** Choice of P.E.R.S Health Plan providers; employee pays a portion of the monthly premium
- **Dental Plan:** Delta Dental Plan of California with orthodontia coverage for children
- **Dual Medical Coverage:** Employees who have medical coverage through another source (e.g. spouse) have the option to receive taxable cash in-lieu (\$350 1-party, \$500 2-party/family) or to contribute the amount towards an existing Deferred Compensation Plan
- **Section 125 Plan Benefits:** \$450 employer contribution per year (prorated based on hire date)
- **Schedule:** (Monday-Thursday 7:30 AM-6PM)  
*Every Friday off*
- **Vacation:** 75 hours to start up to 225 after 25 years
- **Sick Leave:** 7.5 hours per month
- **Life Insurance:** \$60,000 City-paid policy
- **Holidays:** 13 days per year
- **Floating Holiday:** initially prorated based on the hire date (1 floating holiday per year)
- **Employee Assistance Program:** Generous number of counseling sessions per year; available to employee and eligible family members
- **Educational Incentive Program:** up to \$5,250 per calendar year
- **Administrative Leave:** 55 hours per fiscal year
- Position represented by the Association of Intermediate Employees Group

## INTERNAL APPLICATION/SELECTION PROCEDURES

Applications will be accepted online at [www.CalOpps.org](http://www.CalOpps.org) . Please click on the “Member Agency” button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Background Investigation and Pre-employment Medical Examination:** The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

**The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.**