



# The County of Alameda

Invites your application for

## *Principal Administrative Analyst*



### *Living in the East Bay*

The strength and beauty of the San Francisco East Bay is found in its diversity of life styles, communities and downtowns, businesses, industries and workforce. From an eclectic collection of shops, restaurants and museums to hiking trails, vistas and award-winning wineries, the diverse communities of the East Bay offer a wide range of tastes and interests, nationalities and businesses. The East Bay has become one of the nation's most popular regions to live and work because of its mild climate, scenic vistas and extraordinary quality of life that is unsurpassed by any other metropolitan area. Residents enjoy beautiful weather year-round, a clean environment and safe communities. An excellent public transportation system provides business professionals the flexibility of working close to home or in neighboring communities. Conveniently located BART and rail stations as well as ferry terminals around the Bay allow local businesses to attract a versatile pool of workers from throughout the East Bay as well as San Francisco, San Mateo, Santa Clara and San Joaquin Counties.

# About Alameda County

Alameda County, California's seventh-largest county, is located on the east side of world-renowned San Francisco Bay and is comprised of 1.5 million people living in 14 incorporated cities that include Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City, as well as unincorporated communities and rural areas that comprise the 813 square miles of the County. Primary unincorporated areas include Ashland, Castro Valley, Cherryland, San Lorenzo, Fairview and Sunol. Oakland, the County seat, is California's eighth largest city. Alameda County is a blend of culturally and ethnically diverse communities. Its mixture of cosmopolitan and suburban communities provides the perfect environment for raising a family. The County offers a lifestyle unique to one of the nation's most popular regions. Outdoor enthusiasts will find countless recreational opportunities in the acres of wildlife refuges, numerous parks, lakes and marinas.

The County has one of the finest educational systems, offering businesses, individuals, and families the broadest possible selection of public and private learning and research facilities. Educational institutions in the region include the University of California at Berkeley, California State University, East Bay, and numerous other community and private colleges. Alameda County is proud of its extensive cultural resources. The Oakland Museum offers lessons in the rich history of California's people, places and events. Chabot Space & Science Center is an innovative, state-of-the art science and technology education facility. Berkeley's Cal Performances, the Oakland East Bay Symphony and the Fremont Symphony offer a complete season of live musical performances. The East Bay also serves as home to three major professional sports franchises. The Oakland A's baseball team and Oakland Raiders football team play their games at the Oakland-Alameda County Coliseum, while the Golden State Warriors basketball team entertains fans at the Oracle Arena.



Alameda County employs 9,103 full-time employees within a \$2.44 billion annual budget. As a major urban County, Alameda provides a full range of services including general government and internal services, health care, social services, public works, criminal justice and other forms of public protection for its citizens. The County is governed by a five-member Board of Supervisors directly elected by voters in their respective districts for four years with overlapping terms. The Board sets policy, oversees all County operations, approves the County's annual budget, and represents the County in a number of areas including its special districts.

## Mission

To enrich the lives of Alameda County residents through visionary policies and accessible, responsive, and effective services.

## Vision

Alameda County is recognized as one of the best counties in which to live, work and do business.

## Values

Integrity, honesty, respect, fiscal stewardship, commitment, accessibility, responsiveness, leadership, teamwork, diversity, environmental stewardship, social responsibility and compassion.

# *The County Administrator's Office*

The Board appoints a County Administrator who is responsible for providing professional, innovative and proactive leadership to the Board of Supervisors, agency and department heads, and the public through responsible fiscal and administrative policy development and program oversight. To prioritize competing policy interests within a balanced budget, the County uses a Values-Based Budgeting process. In adopting the principles of Values-Based Budgeting, the Board of Supervisors, the County Administrator and the residents of the County place priorities on the development and execution of the various County services. This policy enables the County to systematically determine where to allocate its available resources across a wide range of programs.

The County Administrator is responsible for the implementation of policies and decisions of the Board of Supervisors. The County Administrator's Office is composed of six units that provide and oversee programs serving the entire County, including **Intergovernmental Affairs and Civic Engagement, Budget and Finance, Clerk of the Board of Supervisors, Diversity Programs, East Bay Economic Development Alliance, and Risk Management.**

The County Administrator's Office coordinates department programs and activities, studies administrative procedures, proposes changes to improve the operations of County government, reviews budget requests and makes recommendations to the Board of Supervisors. In addition to the above-named units, the County Administrator's Office also manages Capital Projects, Debt Financing, Legislation, Public Information programs, the Local Agency Formation Commission, and the Cable Television Franchising Authority for the unincorporated areas.

## *The Positions*

The Principal Administrative Analyst is responsible for fiscal and administrative policy development and program oversight, coordinating County activities and directing special projects on behalf of the County Administrator's Office.

We are currently recruiting to fill two vacancies: one in the Intergovernmental Affairs and Civic Engagement Unit and one in the Budget and Finance Unit. **Both positions described below are key members of the County Administrator's leadership team.**

**Intergovernmental Affairs and Civic Engagement:** This position is responsible for:

- **Legislation**, including development of the annual legislative platform and ensuring that the County's legislative interests are represented at the state, federal and local levels through engagement of county departmental legislative staff, the County legislative delegation, state and federal legislative advocates, affiliate organizations and other community stakeholders.
- **Public Information and Media Relations**, including countywide coordination both internal to the County and with external regional and statewide associations.



- **Civic Engagement**, including the development and implementation of programs that educate and engage the public, such as leadership academies, regional collaborations and expanded use of social media. This position also serves as the key contact for the County Administrator's Office with other regional agencies and entities such as LAFCo, ABAG, Port of Oakland, cities, BART, AC Transit, EBMUD, UC Berkeley and other universities.
- **Grant and Fund Development**, including countywide coordination in partnership with our legislative advocates and other agencies and entities providing funding opportunities, as well as philanthropies.
- **Cable Franchise**, including serving as the cable franchise administrator in the unincorporated County, negotiating agreements with cable companies and addressing citizen complaints.
- **Boards and Commissions**, including oversight of program and policy development and coordination with other member entities of the County.
- **Other Duties**, including serving as the liaison with the Grand Jury and assisting with special projects for the County Administrator and Board.

**Budget & Finance:** This position is responsible for:

- **Preparation of the Annual County Budget**, including preparing the annual budget on a countywide basis or within the assigned program or functional area; monitoring and reviewing all budgetary expenditures and revenues; preparing recommendations to the County Administrator, Assistant County Administrator, and/or department heads/division managers; and providing financial information, analysis, and summaries for special and periodic reports to the Board.
- **Leadership and Oversight**, including supervising, assigning and reviewing work of one or more Administrative Analysts or other professional staff within a major functional area. Provides oversight and leadership within functional areas, establishes priorities within functional areas, and supervises personnel and work products. Provides training to new employees regarding policies and system use.
- **Public Finance and Debt Management**, including making recommendations related to issuance of long- and short-term debt, investment of bond proceeds, municipal credit ratings, effective disclosure practices, and investor relations.
- **Legislative and Policy Review**, including monitoring state and federal regulations and legislative activities pertaining to the assigned responsibilities; evaluating their effect on public finances and County activities; recommending and implementing changes to policy and procedures as appropriate.
- **Financial Presentations and Reports**, including preparing budget presentation materials; maintaining data and systems for budget tracking and reporting, and generating periodic and special reports; notifying department heads/division managers of fund status and budget variances; assisting section/division with issues related to funds availability, fund transfers, and budget compliance and preparing a variety of correspondence, periodic and special reports, procedures and other written materials.
- **Other Duties**, including serving as the liaison in budgetary matters with other agencies and organizations; counseling departments on budgetary and related administrative problems.



# The Ideal Candidate

Qualifying patterns for the Principal Administrative Analyst position include:

- One year of full-time experience performing the duties of an Administrative Analyst in the Alameda County Administrator's Office in either of the following two areas or combination thereof: A) Supervising members of a project or task force B) Regularly handling the most complex projects, which require unusual expertise, sensitivity of handling, and independence of judgment not normally found in most assignments; or three years of full-time experience in the class of Administrative Analyst in Alameda County; **or**
- A Bachelor's Degree from an accredited college or university and the equivalent of four years of increasingly responsible experience in a public or private organization performing duties such as management analyses and administrative surveys, including organizational, procedural, and fiscal studies requiring the preparation of reports with recommendations. Two years of this experience must include the direct supervision of professional level staff. (Four additional years of related experience may be substituted for the degree requirement.); **or**
- Possession of a Master's Degree from an accredited college or university in Public Administration, Business Administration, or a closely related field; and the equivalent of two years of increasingly responsible full-time experience in a public or private organization performing duties such as management analyses and administrative surveys, including organizational, procedural, and fiscal studies requiring the preparation of reports with recommendations. These two years of experience must also include the direct supervision of professional level staff.

The ideal candidate will have a proven background in administrative and fiscal analysis, and **demonstrated experience in government budgeting, public policy, civic engagement, public finance and debt management** as well as strong analytical, written and oral communication skills. The ideal candidate will also be:

- An individual with a **track record of providing high quality public service** with a commitment to the ideals of implementing visionary policies and practices that reinforce strong dedication to the community.
- A **strategic thinker** who can determine long-term goals as well as identify and design the best approach for achievement.
- Able to **identify and understand complex problems** and concepts, apply logical thinking and quantitative methods of gathering and analyzing information, make decisions and exercise good judgment based on available data, design solutions to problems, formulate and articulate action plans proactively and collaboratively.
- A **solid leader who leads through aligning the organization's vision and values** and manages work groups by inspiring and advising subordinates, facilitating goal accomplishment and tracking and evaluating performance to ensure success.
- A **great communicator and listener**, quick and clear thinking, calm under pressure.
- The ability to continue to be **effective, proactive and innovative while dealing with changing priorities** and deadlines.
- **Highly focused and organized**, managing a variety of complex projects while charting a course of action to ensure the successful completion of goals as they relate to the mission, vision and values of the organization.
- **Politically astute**, possessing the skills necessary for identifying, navigating and successfully interacting within the dynamics of the organization while maintaining sensitivity to the competing needs of a wide variety of internal and external stakeholders.
- Adept in identifying opportunities and **taking action to build strategic relationships** to help achieve business goals.



Alameda County  
*"The Bright Side of the Bay"*



# *Key Areas of Responsibility for the Principal Administrative Analyst*

- Supervises the activities of a major program or functional area within the County Administrator's Office.
- Plans, organizes and directs organization and systems in a major functional area; directs the study process and prepares reports and recommendations.
- Reviews the County's major administrative, budgetary, public finance and legislative policies, makes recommendations, and implements policy changes as directed.
- Reviews Board agenda items and recommends action regarding proposals made to the Board of Supervisors; makes periodic presentations to the Board as requested.
- Supervises, assigns and reviews work of one or more Administrative Analysts or other professional staff within a major functional area.
- Provides oversight and leadership within functional areas, establishes priorities and supervises personnel and work products.
- Represents the County Administrator or Assistant County Administrator in relations with departments, community groups and other jurisdictions.
- Prepares the annual budget on a countywide basis or within the assigned program or functional area and prepares recommendations to the Assistant County Administrator and/or County Administrator, and provides financial information, analysis, and summaries for periodic reports to the Board.



## *Supplemental Questionnaire*

Thank you for your interest in the position of Principal Administrative Analyst. This supplemental questionnaire is designed to evaluate your experience as it relates to the current vacancy. Your completed response to this supplemental questionnaire must be submitted with your application in order to be given full consideration for the next phase in the recruitment process. Please keep your answers to no more than one page per question; however, please provide as much detail as possible in your answers. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situations, your role and actions taken and the impact your actions had on the organization or particular project outcome.

**All applicants are required to answer questions #1 and #2 below.**

1. Tell us about two major recommendations you have made recently to executive management regarding the budget or budget process. What was your methodology in developing the recommendation? What was your specific role? How did you communicate your recommendations? What was the impact and outcome of each recommendation?
2. Describe the most complex policy analysis and planning project that you have conducted. Provide the following:
  - a. Name and/or type of the organization and audience for your analysis;
  - b. The specific policy and issues that resulted in your being asked to conduct the analysis;
  - c. A summary of the issues or problem being addressed;
  - d. The analytical methods or techniques, and software applications you employed;
  - e. A description of how you communicated your findings; and
  - f. A summary of the results of your recommendation.

# Supplemental Questionnaire (cont)

**If you are applying for the position in the Budget and Finance Unit, please answer questions #3-5 below.**

3. Describe your most noteworthy accomplishment in managing the public finance and debt management functions for your agency. Provide some background on the situation and tell us what you did. What were your challenges and how did you overcome them? What was the ultimate result?
4. Tell us about a major recommendation you made recently to executive management regarding a financial strategy or revenue issue. Please describe your process in developing the recommendation. What was your specific role? How did you communicate your recommendations? What was the impact and outcome of your recommendation?
5. Describe your experience monitoring a complex budget, preferably in a city, county or special district jurisdiction, that involved multiple stakeholders. How did you collaborate with stakeholders to identify short and long term budget needs? What strategies did you develop for addressing those needs? What was the result?

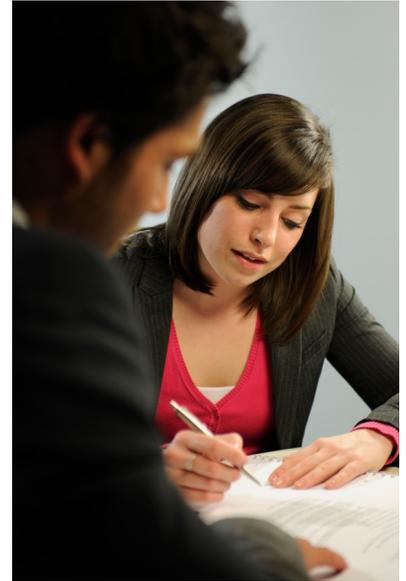
**If you are applying for the position in the Intergovernmental Affairs and Civic Engagement Unit, please answer questions #6-8 below.**

6. The Intergovernmental Affairs unit of the County Administrator's Office is responsible for ensuring the County's legislative interests are represented at the State, federal and local levels. Please give us an example of legislation where you played a major role in facilitating the drafting, introduction, tracking and passage at the State and/local levels. What was the specific legislation? What was your specific role and the outcome of your actions?
7. The Intergovernmental Affairs unit of the County Administrator's Office is responsible for the coordination of the County's media activities. Please describe a highly political situation involving the media where you played a key role. What strategies did you employ to ensure effective information dissemination and what was the outcome?
8. The Intergovernmental Affairs unit of the County Administrator's Office is also responsible for the development and implementation of programs that educate and engage the public to raise awareness of county programs and services. Please describe the role you played in a successful civic engagement process that involved social media, the participant's feedback and response to the engagement process and how you used the information to develop a new policy or legislation. What was the outcome or result?



In addition to a competitive annual salary range of \$105,913.60-\$135,200.00. The *Principal Administrative Analyst* will enjoy an attractive benefits program with the following elements:

- MEDICAL, DENTAL & VISION
- LIFE INSURANCE & ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE
- COUNTY FLEX DOLLARS
- COMMUTER BENEFITS
- HEALTH FLEXIBLE SPENDING ACCOUNT
- DEPENDENT CARE ASSISTANCE
- HOLIDAYS: 11 paid plus four (4) floating holidays. Unrepresented management employees are entitled up to seven (7) days of management paid leave.
- VACATION
- SICK LEAVE
- EMPLOYEE ASSISTANCE PROGRAM (EAP)
- DISABILITY INSURANCE (INCOME REPLACEMENT)
- RETIREMENT
- DEFERRED COMPENSATION PLAN



### *Tentative Selection Schedule:*

- **Deadline for Filing:**  
5:00 pm, Friday, June 7, 2013
- **Application and Supplemental Questionnaire Review for the "Best Qualified" Candidates:**  
June 21, 2013
- **Telephone Interviews:**  
July 1-2, 2013
- **Panel Interviews:**  
July 12, 2013

Applications and responses to the supplemental questionnaire will be screened according to the qualifications outlined in the *Ideal Candidate* section of this brochure. The most qualified candidates will be invited to participate in the selection process.

If you would like to request an accommodation at any point in the recruitment/selection process please contact Samson Gee, Personnel Services Manager (510) 267-9492.

For more information regarding our Reasonable Accommodation procedures, please visit our website,

*Alameda County is an Equal Opportunity Employer*

Please submit your application,  
resume and answers to the supplemental questionnaire by  
5:00 pm, Friday, June 7, 2013 to  
**[www.jobaps.com/alameda](http://www.jobaps.com/alameda)**  
Samson Gee  
Human Resource Services  
(510) 267-9492