

SAN JOAQUIN COUNTY COUNTY ADMINISTRATOR'S OFFICE

Management Analyst III

THE POSITION

The County Administrator's Office is recruiting a Management Analyst III. This key position responsibility for coordinating, and advising on administrative, financial, and policy activities of a wide range for County Departments. The Management Analyst III will be expected to model a strong work ethic and leadership skills, including accountability for oneself and others. Assignments are carried out with independence and are reviewed by the Assistant County Administrator, and/or the County Administrator. The Management Analyst III will have regular interaction with the Board of Supervisors and will interface with department heads, outside agencies and others regarding financial, budgetary, administrative, legislative, and policy matters.

THE IDEAL CANDIDATE

The Management Analyst III will play a management role in the County organization and must be a collaborative and innovative problem solver. The ideal candidate will possess strong financial and budget analysis experience and formal education in business, finance or accounting, coupled with a strong global management perspective. Candidates must possess excellent oral and written communication skills which will be used to present complex financial information to the Board of Supervisors, Boards and Commissions, County Management and other organizations. The County Administrator is seeking a candidate who is able to review and analyze large volumes of data quickly and accurately. The position provides advancement opportunities for incumbents who demonstrate the ability to advise County Administration and department management staff on key administrative and fiscal activities.

THE DEPARTMENT

The County Administrator assists the Board of Supervisors to develop long-range policies to serve the County's 710,000 residents. Policies are then implemented through various County departments. The County Administrator's Office works with department heads to ensure all County operations run efficiently and effectively.

County departments reporting directly to the County Administrator include: General Services (which includes Facilities Management, Office of Emergency Services, and Parks and Recreation), Human Resources, Information Systems (which includes Registrar of Voters), and Purchasing and Support Services.



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: 209-468-3370



Recruitment Announcement
0616-RM0228-01

SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and the Children's Museum of Stockton are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include Stockton's Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor north to Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

Housing

Homes and apartments are plentiful and the median home price in the County is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities, cultural, recreational, and educational that the area provides.



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MISSION

The County Administrator's Office is an ethical, conscientious, high-energy office. We are dedicated to managerial leadership, teamwork, and individual professional excellence. We serve as a proactive catalyst for service delivery improvement through sound business practices and innovation while viewing San Joaquin County residents as our customers. We cultivate and inspire the best in staff performance and value our employees as our greatest asset. Under the Board's policy guidance, our decisions and recommendations reflect a consultative approach to those affected to reach cost-effective results or conflict resolution. We perform the public's welfare in a climate of open communication, respect, and dignity for everyone.

Major responsibilities include:

- ◆ Advising and assisting County departments with the preparation and administration of the County Budget.
- ◆ Developing service and cost analysis of federal and state legislation and their impacts on County programs.
- ◆ Serving as the lead staff on special project task forces and Board of Supervisors Committees.
- ◆ Advising on administrative, financial and policy activities.

TYPICAL DUTIES

- ◆ Performs complex studies of policies, procedures, organization, operations, services, finances and other related matters.
- ◆ Participates in the preparation, review, and administration of departmental and total County budgets.
- ◆ Assists department heads and other County managers with fiscal, organizational, and procedural matters.
- ◆ Gathers and analyzes data and information; recommends action to administrative authority as appropriate.
- ◆ Answers correspondence and questionnaires.
- ◆ Prepares policy and procedure statements.
- ◆ Consults with department heads and other management personnel on various problems.
- ◆ May train or lead assigned personnel.

APPLICATION AND SELECTION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division.

Final Filing Date: July 15, 2016

Please submit your application and supplemental application to:

San Joaquin County Human Resources
Attn: Jennifer Goodman
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

OR

online at www.sjgov.org/hr

All applications will be reviewed with qualified candidates being invited to participate in an oral examination interview. Top scoring candidates will be referred to the County Administrator for a selection interview.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as a background.



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COMPENSATION PACKAGE

Annual Base Salary: \$80,642-\$98,051

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$806 to \$981 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,481 to \$3,017)
- ◆ Members of the Confidential unit shall receive a supplement of 10% of base salary (valued from \$8,064 to \$9,805)*
- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ 10 days of vacation leave a year (15 days after 3 years, 20 days after 10 years, 23 days after 20 years)
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 10 days of administrative leave annually
- ◆ 125 Flex Benefits Plan
- ◆ Life Insurance

This civil service position is exempt from FLSA and is not represented by the union.

*Cafeteria Unit Retention: Existing County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote from or into the confidential unit shall have the option to either retain their existing cafeteria plan contribution amount or have a one-time option at time of hire of opting for the 10% unrepresented supplement in lieu of retaining their cafeteria allowance.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four year college or university with a major in public or business administration, economics, social or behavioral science, or a closely related field.

Experience: Three years of responsible managerial, fiscal, personnel, or governmental administrative and/or analytical work, one year of which must have been at a level equivalent to Management Analyst II in San Joaquin County.

Substitution: A Master's Degree in public or business administration, economics, or a closely related field from an accredited college or university may be substituted for one year of experience.

RECRUITMENT INCENTIVES*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

**Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*



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SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.**

1. Provide an overview of your responsible managerial, fiscal, personnel, administrative and/or analytical work in a state, local government, or non-profit organizational setting.
2. Describe your role and responsibility in preparing or reviewing operating budgets in a state, local government, or non-profit organizational setting. Include if you have presented a budget to a board or commission for approval.
3. Describe a complex legislative or financial project you were assigned. Include the scope of the project and if you were required to present your analysis and recommendations to a regulatory board or commission.
4. Describe your experience analyzing regulations or legislation with the particular focus of recommending implementation policy.
5. Describe your experience working with diverse community organizations.