

SAN JOAQUIN COUNTY

Department of Child Support Services

MANAGEMENT ANALYST III

THE POSITION

The San Joaquin County Department of Child Support Services is seeking a highly experienced individual who will play a critical role in the budget function and financial operations of the department. The ideal candidate will play a key leadership role in the department and will apply principles, practices, methods and techniques of public administration with management and data analysis to prepare, review and administer the department budget.

Well-qualified candidates will possess strong interpersonal and communication skills, as the position requires frequent interaction and communication with department management, outside agencies and staff from other County departments.

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 budget and finance experience with primary responsibility for preparing, reviewing and administering large, complex budgets, one year of which must have been at a level equivalent to Management Analyst II in San Joaquin County service. Proficiency in Excel or equivalent spreadsheet software is required.

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.

**** Note:** *The above special recruitment requirements were approved by the Civil Service Commission on 9/10/14.*

THE DEPARTMENT

The Department of Child Support Services (DCSS) is responsible for collecting, disbursing, and accounting for child support payments under Title IV-D Child Support Enforcement Program. Through its enforcement capacity, the department establishes paternity and establishes and enforces support orders. DCSS is staffed with 152 employees which consists of attorneys, professional and para-professional staff and clerical support and has an operating budget of over \$15 million this fiscal year.

San Joaquin County is an Equal Opportunity Employer



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



Recruitment Announcement
0914-RM0226-01



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 Stockton Children's Museum 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 the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond, held in downtown 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 an 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 to north of 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 is 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 public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, National University and the 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 is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home. Housing ranges from new developments to 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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COMPENSATION PACKAGE

Monthly Salary: \$6,464—\$7,859

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 14 holidays per year
- ◆ 10 days administrative leave per year

APPLICATION AND SELECTION

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

Final Filing Date: October 3, 2014

Apply online at www.sjgov.org/hr

Applications may be submitted to:

San Joaquin County Human Resources

Attn: Lisa Nebe

44 N. San Joaquin Street, Suite 330

Stockton, CA 95202

Tel: 209.468.3370

Fax: 209.468.0508

All applications will be reviewed for qualifications. Qualified applicants will be invited to participate in an oral examination interview, with top scoring candidates being referred to the Director of Child Support Services for the selection processes.

TYPICAL DUTIES

The Management Analyst III position for the Department of Child Support Services will primarily focus on budget and financial duties, with responsibility for preparation, review, analysis and administration of the department budget. The incumbent will also support management and act as a liaison between outside agencies and other County departments.

In addition, the incumbent will be required to:

- ◆ Perform detailed studies of policies, procedures, organization, operations, services, finances and related matters.
- ◆ Advise and assist department management and others in fiscal, organizational and procedural matters.
- ◆ Research and analyze laws, policies and other regulatory requirements and changes; develop policy statements for management approval.
- ◆ Confer with representatives from other agencies or departments, coordinate projects, and serve as a liaison.
- ◆ Prepare reports of studies and recommendations and prepare and answer correspondence and questionnaires.
- ◆ May supervise others as assigned.

For a complete Job Description, please go to www.sjgov.org/hr



“Partnering with parents to develop cooperative family relationships and shared responsibilities”



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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.** These questions will be reviewed by the screening panel in evaluating your qualifications.

1. Do you possess a Bachelor's degree from an accredited four year college or university?
 - 1a. If yes, please provide the name of the college/university you graduated from and the major you received your degree.

2. Do you possess three years of full-time responsible budget and financial experience with primary responsibility for preparing, reviewing and administering large, complex budgets?
 - 2a. If yes, please describe your role and responsibilities in the preparation, review and administering of complex budgets. Include the name of your employer(s), dates of employment and a detailed description of the duties you performed.

3. Please describe your work experience performing fiscal analytical work.