San Joaquin County
Public Works Department

Management Analyst III

THE POSITION

The San Joaquin County Public Works Department is recruiting for a dynamic individual to fill the role of a Management Analyst III to assist with the implementation and administration of several exciting Department initiatives. The successful candidate will work directly with the Director and Deputy Directors, and will be an integral part of the Department's management team. The incumbent will assist the Department in shaping key State and Federal legislation impacting the community; coordinate with outside agencies on issues related to the Delta, a prized County resource; develop financial tools which will assist in cultivating data-driven decisions; implement new staff development and training programs; and spearhead a department-wide organization/business performance review.

THE DEPARTMENT

The Department of Public Works, with a staff of approximately 400 employees, is charged with the responsibility to plan, design, construct, operate and maintain the public roads, bridges, water, wastewater systems, flood control and solid waste systems of the County. The Department provides quality service to the Community to protect the heath and welfare of the public and preserve the County's infrastructure investments.

The vision of the Department is to be a leader in identifying and adopting processes that result in the efficient and effective service to the constituents of the County. To that end, the Department has embarked on a mission to create a strategic outlook that leverages innovation in process and technology, enhances fiscal transparency and accountability, invests in staff development and fosters partnership with the community and industry.

SAN JOAQUIN COUNTY

San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches – from the waters of the Delta to a vibrant wine region, 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 nature, music, arts and culture. With affordable home prices, competitive salary and benefits and abundant recreational activities, whatever your interest, it can most likely be found in San Joaquin County, making this a desirable place to live, work and play.

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

Recruitment Announcement
1217-RM0226-01

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Management Analyst III

TYPICAL DUTIES

- Performs detailed studies of policies, procedures, organization, operations, services, finances and related matters;
- Advises and assists department heads and others in fiscal, organizational and procedural matters;
- Participates in the preparation, review and administration of departmental budgets;
- Assists in the preparation of capital improvement program;
- Researches and analyzes laws, policies, and other regulatory requirements and changes; develops policy statements for management approval;
- Confers with representatives of other agencies or departments; coordinates projects; serves as liaison between departments;
- Prepares reports of studies and recommendations; prepares and answers correspondence and questionnaires;
- May supervise others as assigned.

MAJOR RESPONSIBILITIES

- Serve as the County representative on the Delta Counties Coalition;
- Oversee Fiscal Operations of the Department;
- Manage Leadership Development Programs and Organization Review;
- Serve as the Department's liaison to the County Human Resources Department.

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 service.

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.

IDEAL CANDIDATE

The Management Analyst III will have broad latitude to implement new and innovative strategies with respect to performance measurement and staff development within the Department. The ideal candidate will possess:

- Excellent interpersonal/communication skills to effectively manage relationships with internal and external customers.
- Strong administrative background with demonstrated skills in budget, finance, business analysis, human resources, strategic/organizational planning, public policy and intergovernmental relations.
- Ability to balance fiscal responsibility with program needs, be approachable, collaborative, solution oriented, and calm under pressure.
- Political astuteness with high ethical values and the ability to be respected for their integrity and honesty.
- Comfortable in a collaborative, leadership role providing sound analysis, judgment and recommendations.

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COMPENSATION PACKAGE

Approx. Annual Salary: $81,453-$99,029

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 also offered by the County include:

- 1937 Act retirement plan with reciprocity with CALPERS
- 457 Deferred Compensation Plan, with 1% County match
- 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)
- 10 holidays per year
- 10 days administrative leave per year

For further information regarding benefits, please access the County's benefits website at:
www.sjgov.org/department/hr/benefits

APPLICATION AND SELECTION

Completed application package must include supplemental application and be received by the final filing deadline. Resumes will not be accepted in lieu of an employment application.

Apply online today at www.sjgov.org/department/hr or submit your application, supplemental application and resume to:

Final Filing Date: December 22, 2017
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

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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.**

If you have no experience to any of he following, please write or type "none."

1. Provide an overview of your responsible managerial, fiscal, personnel, or governmental administrative and/or analytical work.

2. Describe your experience and interaction working with, developing or analyzing State and/or Federal legislation. Provide specific examples of the types of legislation and your role.

3. Describe your role and responsibility in fiscal oversight and preparing or reviewing operating budgets in a State, local government, or non-profit organizational setting.

4. Provide a detailed description of your experience in handling human resources issues, including supervision, performance evaluations, and discipline. Include the number of employees you supervised.

5. Please describe an administrative issue you were responsible for developing a resolution.

6. Provide an example of a creative and innovative solution or improvement you suggested that is still being used today.