

THE SAN JOAQUIN COUNTY PROBATION DEPARTMENT

is recruiting for a:

Principal Business Analyst

THE POSITION

The Principal Business Analyst is a mid-management level position. The current vacancy in the Probation Department will manage and lead the Research and Evaluation Unit. This unit will focus on the importance of extracting data to assist in providing accurate, consistent and up-to-date data collection, as well as ongoing monitoring of trends with consistency, integrity and reliability.

The Probation Department is looking for candidates with the knowledge and skills to navigate through software systems, analyze data, identify trends and create technical reports to assist the department in making data-driven decisions.



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



Recruitment Announcement
0516-RM0227-01

Typical duties include the following:

- ◆ Manages departmental business cycle analytics programs and functions; works with other department managerial staff to establish process improvement goals, objectives, and opportunities and make strategic proposals for the analysis and interpretation of business information and the realization of business goals.
- ◆ Manages, directs, oversees and participates in the collection, identification and analysis of business cycle information, including key performance indicators; designs and manages the use of complex data tools and system queries.
- ◆ Manages and conducts detailed analytic and data-based studies of departmental business functionality, including financial, program and/or operational activities; using explanatory and predictive modeling methods, develops business scenarios, options, priorities and alternatives; prepares cost and revenue projections.
- ◆ Manages and participates in preparing and presenting complex analytical documents, including charts, tables and other visual data tools outlining study findings as well as improvement solutions and analyses; makes presentations to individuals and groups.
- ◆ Participates in the development of capital and operational budgets; analyzes budget variances, explaining as to why they occurred, and provides recommendation as needed.
- ◆ Supervises the work of subordinate staff, including analytical, supervisory, technical and/or other employees; provides training on systems and processes; assigns, directs and monitors staff activities; evaluates staff performance; initiates disciplinary action as required.
- ◆ Provides business process subject matter expertise for, and coordination of, information technology projects; defines business process needs and provides liaison and input to information technology staff regarding the development, modification and/or maintenance of automated systems.
- ◆ Defines and conducts best practice studies by researching other departments and/or agencies; responds to a variety of information requests from inside and outside the department.
- ◆ Analyzes and interprets existing, new and proposed legislation for cost and program impacts; develops and prepares projections.
- ◆ Develops and recommends policy statements for management approval.
- ◆ Confers with representatives of other agencies or departments; serves as a liaison between departments.

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COMPENSATION PACKAGE

Annual Base Salary:
\$79,872 - \$97,115

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also 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)
- ♦ 10 holidays per year
- ♦ 10 days of administrative leave per year

MINIMUM QUALIFICATIONS

NOTE: Supplemental application must be turned in with employment application.

Education: Graduation from an accredited four-year college or university with a major in business analytics, computer science, mathematics, finance, business or public administration, or a closely-related field.

Experience: Four years conducting professional, quantitative analyses of financial, programmatic and/or operational business data utilizing business analytics methodologies, as well as developing and presenting process improvement recommendations.

Substitution #1: Current standing as a Certified Business Analysis Professional (CBAP) from the International Institute of Business Analysis may substitute for the above-required education.

Substitution #2: A master's degree in business analytics, computer science, mathematics, finance, business or public administration, or a closely-related field may be substituted for one year of the above-required experience.

FOR A COMPLETE JOB DESCRIPTION, PLEASE VISIT OUR WEBSITE AT www.sjgov.org/hr

APPLICATION & SELECTION

Completed application package must include supplemental application and is to be submitted to:

San Joaquin County Human Resources
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

Final Filing Date: May 27, 2016

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 department for a selection interview. **Candidates must successfully pass a background investigation prior to employment with the Probation Department.**

San Joaquin County Probation

We are committed to excellence, professionalism, and integrity as we serve our community.

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SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Number your responses and address each question separately, and limit responses to one page per question.

1. Did you graduate from an accredited four-year college or university with a major in business analytics, computer science, mathematics, finance, business or public administration, or a closely-related field? _____ Yes _____ No

If yes, please provide the name of the college and your major.

2. Describe your full-time work experience conducting professional, quantitative analyses of financial, programmatic, and/or operational business data utilizing business analytics methodologies, as well as developing and presenting process improvement recommendations. Include your employer name, job title, dates of employment, hours worked per week, and a detailed description of the duties you performed.
3. Describe any experience you have analyzing and interpreting existing, new and proposed legislation and regulations for cost and program impacts and your role in preparing impact projections.
4. Describe your experience working in a supervisory role.
5. Describe which computer software systems/programs you have experience using while conducting quantitative analyses of financial, programmatic and/or operational business data job duties using business analytics methodology.