



MANAGEMENT ANALYST MANAGEMENT ANALYST TRAINEE

Management Analyst: \$77,124 - \$102,840 annually, plus excellent benefits
Management Analyst Trainee: \$69,412 - \$92,556 annually, plus excellent benefits

APPLICATION CLOSING DATE:
OPEN UNTIL FILLED

First review of applications scheduled for Thursday, November 9, 2017

If you are interested in pursuing this exciting career opportunity, there are **four (4) required items that must be submitted** in order for you to be considered:

- **A completed City of Gilroy/CalOpps online application and supplemental questionnaire.**
- **A cover letter that explains your specific interest in the Management Analyst/Management Analyst Trainee position.**
- **A detailed resume that highlights your related skills and experience.**
- **A list of five work-related references with contact information.** (*Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.*)

(There are several ways to submit the above required items: they may be uploaded as attachments to your on-line application, mailed, or dropped off at the Human Resources Department.)

ABOUT THE POSITION

The City of Gilroy is currently recruiting for two (2) Management Analyst/ Management Analyst Trainee positions. The vacancies can be filled at either level to hire the candidate who best meets the needs of the City. The current assignments are in the Public Works Department and the Fire Department, but the list may be used to fill other future openings in other city departments. This position will be assigned to support the departments with finance, budget, contract administration, CIP project administration, and grant related projects as described in this job flyer.

GENERAL DESCRIPTION:

Management Analyst

This is a journey-level, exempt position in which the incumbent works independently, or as part of a team, on professional level work involving significant analytical ability. This position requires both breadth and depth of use and application of theories, concepts, and techniques used, and a thorough understanding of local government policies and procedures. Under general supervision of an executive manager or department manager, perform a variety of budget, project and program management, administrative, and research work. May develop and evaluate management projects and policy issues. May be assigned to supervise full-time and part-time employees as well as volunteers. May rotate amongst different Management Analyst positions in different departments as needed by the organization. If assigned duties in support of labor negotiations and/or labor relations, the position may be deemed to be an unrepresented confidential employee.

Management Analyst Trainee

This is a trainee-level, exempt position in which the incumbent works independently, or as part of a team, on entry-level professional level work involving significant analytical ability. This position has a steep learning curve in which the incumbent applies related work experience and education over a twelve to twenty-four month period in which the incumbent is also working to obtain a Bachelor's degree. This position requires some breadth and depth of use and application of theories, concepts, and techniques used, and a basic understanding of policies and procedures. Under general and/or close supervision of an executive manager or department manager, train on and perform a variety of budget, project and program management, administrative, and research work. May begin to develop and evaluate management projects and policy issues. May be assigned to supervise full-time and part-time employees as well as volunteers. May rotate amongst different Management Analyst positions in different departments as needed by the organization. If assigned duties in support of labor negotiations and/or labor relations, the position may be deemed to be a confidential position. **(While in the Trainee capacity, the incumbent is an at-will, probationary employee.)** Following successful completion of the maximum two year period in which the incumbent gains additional experience and obtains a related Bachelor's degree consistent with the job requirements, the incumbent will be evaluated and considered for placement in the journey-level Management Analyst classification.

IDEAL CANDIDATE

The "ideal candidate" for this position will:

- Possess an in depth understanding of governmental accounting principles.
- Have grant application and administration experience.
- Be proficient with complex financial system software.
- Have experience developing and monitoring operating and capital budgets for a public sector organization.
- Possess a passion to work in local government and seeks to make a positive difference in and outside the organization.
- Possess a positive outlook when facing the challenges of working in a fast-paced working environment with the ability to welcome change in a continuously evolving organization.
- Have strong communication skills both with customers and staff, including the ability to listen and find creative solutions that meet the objective of the customer.
- Be technologically savvy.

- Be a collaborator with the ability to work with teams of employees from all levels of the organization to accomplish specific goals and objectives.
- Be highly organized with strong project management and project team leader skills.
- Possess polished communication skills.
- Have some prior work experience in the public sector with specific experience researching and implementing best practices.
- Be able to prioritize multiple high profile projects that may overlap or occur simultaneously.

EXAMPLES OF DUTIES:

Management Analyst

- **Budget/Financial Analysis:** Prepare the annual budget for division, or department; monitor and control the budget; conduct revenue and expenditure forecasting and research.
- **Program/Organizational Analysis:** Analyze and evaluate unit/division/departmental objectives, programs, organizational structure, operations and control systems; coordinate City wide programs.
- **Project Management:** Plan and direct activities of multi-faceted city wide projects of limited duration; evaluate progress and resolves difficulties including those crossing departmental lines; provide project leadership and advice to committees; provide technical direction and expertise related to project; manage and direct the work of project staff including consultants, subcontractors and City personnel.
- **Legislative Analysis and Development:** Evaluate the effect of current and pending legislation on unit/division/department programs and operations; develop responses and legislative proposals; liaison with State and federal officials.
- **Contract Administration:** Research contract services and supply needs; develop and negotiate contract terms; monitor contract compliance and mediate user/provider complaints.
- Assist in the development of goals, objectives, policies and procedures; investigate, interpret, analyze and prepare recommendations in relation to proposals for new programs, grants and/or services; analyze, interpret and explain City policies and procedures; confer with members of the public to explain procedures and policies; investigate and prepare reports on specific requests and complaints pertaining to City/departmental/division activities; may supervise subordinate staff.
- Conduct research and analyze statistical and other data; make recommendations on administrative and operational problems, policies and procedures.
- Represent the City in the community and at interdepartmental, interagency and professional meetings.
- Manage special studies and projects, which includes: proposing, writing, and/or setting up contracts, agreements, and/or grants; establishing and monitoring timelines; preparing requests for proposal and quotes; participating in and conducting consultant selection activities; ensuring compliance with applicable governmental regulations; developing and monitoring project budgets; tracking projects; preparing related reports; and, performing other related duties.

- Perform the most complex and detailed analyses; evaluate comprehensive policy, human resources, budget, and organizational procedures and services; compile, analyze and interpret data including complex statistical and narrative reports, correspondence, memos, and contracts.
- Research, interpret, analyze and implement new programs. Prepare and present recommendations regarding new programs.
- Prepare comprehensive reports recommending options and course of action for policy-making decisions; present findings on complex issues to City Council or Commissions.
- Collect, compile, analyze, and present data and/or findings; make recommendations based on findings; prepares a variety of reports and/or correspondence related to projects, studies, and/or program data.
- Develop and monitor budgets, both operations and capital; estimate funding requirements and future expenditures; analyze funding sources.
- Interact and communicate with a variety of groups and individuals, including line staff, division managers, department heads, City Council members, the public and professional peers.
- Maintain advanced knowledge of public administration, organization and management principles and practices; municipal fiscal policy, financing and procedures; personnel management principles; applicable ordinances, laws and regulations; and advanced research techniques and information sources.
- Write and edit articles for City publication.
- Coordinate training programs and public educational activities.
- Prepare and deliver presentations to City Council, Commissions, Boards, and/or a variety of community groups and agencies.
- May supervise employees and/or volunteers which includes: prioritizing and assigning work; conducting performance evaluations; ensuring staff/volunteers are trained; making hiring, disciplinary, and termination recommendations; and conducting training sessions for employees/volunteers.
- Perform research and analysis for the collective bargaining process.
- Develop work plans, operations plans, and public notification plans.
- Perform other related duties as required.

Management Analyst Trainee

(For some of the duties noted above, it is understood that the Management Analyst Trainee will initially be learning new duties and performing at an entry Trainee level. However, the expectation is the Trainee will be on a steep learning curve to reach journey-level work during the period in which the incumbent is finishing their Bachelor's degree program.)

QUALIFICATIONS

EDUCATION/EXPERIENCE:

Management Analyst

1. Bachelor's Degree from an accredited college or university with major course work in Public Administration, Political Science, Business Administration or a closely related field. Master degree highly desirable.
2. Five years of progressively responsible analytical or administrative experience, two years of which is at the journey level and which includes supervisory responsibility.
3. Strong experience in utilization of computers including word-processing, spreadsheet, database, power point or Prezi and e-mail communication applications.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses and attending seminars, workshops and individual study.
6. Pass a Department of Justice criminal record check and background check for employment.
7. Prefer non-tobacco user.
8. Prefer bilingual (English/Spanish).

Management Analyst Trainee

1. Completion of at least sixty semester college units (or equivalent quarter units) toward a Bachelor's Degree from an accredited college or university with major course work in Public Administration, Political Science, Business Administration or a closely related field. In addition, must be actively attending an accredited college or university with a specific plan to attain a Bachelor's degree (in one of the degree programs noted above or a closely related field) within no more than two years from date of hire in the Trainee position. Failure to complete the degree program within the designated time period will result in separation from the at-will Management Analyst Trainee position.
2. At least three years of recent, progressively responsible analytical or administrative experience which has included some type of supervisory and/or leadership responsibility.
3. Strong experience in utilization of computers including word-processing, spreadsheet, database, presentation (PowerPoint or Prezi) and e-mail communication applications.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses and attending seminars, workshops and individual study.

6. Prefer non-tobacco user.
7. Prefer bilingual (English/Spanish).
8. Pass a Department of Justice criminal record check and background check for employment.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application form for this recruitment on Calopps.org (Member City: Gilroy). You must file your responses via the on-line application process.

Supplemental Questions:

1. Describe the most complex issue or problem that you were personally responsible for analyzing and providing a recommended course of action. Explain the applied methodology used in your analysis as well as the outcome.
2. Describe your recent experience researching and implementing a new best practice within your department.
3. Describe your experience developing, monitoring, and reporting on tactical goals and performance measures.
4. Two part question:
 - a. Describe your public sector budget preparation and administration experience. Be specific about your hands on experience.
 - b. Describe your budget analysis experience and type of budget models you have used.
5. Discuss your experience with grants. Please include your experience with preparing grant applications, compiling reimbursement requests from local, State and Federal aid programs and any grant reporting responsibilities.
6. Describe a complex Excel spreadsheet that you personally created and utilized to track complex analytical/financial data. Include in your response the advanced Excel functions and features that you utilized.
7. What are your career goals and how does the position of Management Analyst/Management Analyst Trainee help you achieve your goals?

COMPENSATION, BENEFITS, AND ADDITIONAL INFORMATION

Health Allowance and Flexible Benefits Plan

Depending upon the number of dependents the health allowance ranges from \$736.02 to \$1943.68 per month for core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care and medical and dependent care accounts are also available. A term life insurance policy equal to annual salary, long-term disability plan, and an employee assistance plan are provided at City expense.

Other Benefits

The City currently offers the PERS 2.5% at 55 pension plan for “classic” members and 2% at 62 for “new” members. Currently, the city pays the full employer portion of the retirement contribution for “classic” members and 50% of the total normal cost for “new” members. The “classic” member contribution of 8% is a pre-tax payroll deduction in lieu of social security; “new” members shall pay 50% of the total normal cost as set by CalPERS. **Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees’ Pension Reform Act of 2013.**

Vacation, Sick Leave, Holidays

Annual vacation ranges from two to four weeks per year, based on years of service with the city of Gilroy. Employees accrue eight hours of sick leave each month. Employees receive 44 hours of personal leave time and 56 hours of administrative leave time in July of each fiscal year which must be used during the fiscal year (pro-rating in year of hire/separation). The City observes 10 paid holidays each year.

Medicare/Social Security

Employees participate in Medicare (1.45% for both the employer and employee) as this is a mandated federal program. City of Gilroy does not participate in Social Security.

Payroll

All City employees are paid monthly, on the last business day of each month, via direct deposit.

Classification

Persons appointed to the Management Analyst position in the Public Works Department are covered by the Gilroy Management Association (GMA) Memorandum of Understanding. Employees have the option to join GMA membership. Persons appointed to the Management Analyst Trainee position are at-will and not represented.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **four (4) required items that must be submitted** in order for you to be considered:

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- **A detailed resume that highlights your related skills and experience.**
- **A list of five work-related references with contact information.** *(Note: references will not be contacted without candidate’s authorization and this step is not completed until after the interview process.)*

(There are several ways to submit the above required items: they may be uploaded as attachments to your on-line application, mailed, or dropped off at the Human Resources Department.)

Apply Online:

1. Go to <http://www.calopps.org>
2. Click on “Member Agencies”
3. Click on the “City of Gilroy”

4. Scroll down until you see “City of Gilroy Job Openings”
5. Click on desired job title (Management Analyst/Management Analyst Trainee)
6. Click on “Apply”
7. Click on “Create a Profile”

Please scan and save any attachments into PDF documents prior to completion of the CalOpps application. Once you have the above items ready to upload, you can either attach them to your CalOpps on-line application and submit them electronically OR, if you do not have access to a scanner, you will need to mail in the application attachments (Cover Letter, Resume, and References) to the City of Gilroy Human Resources Department for attachment to your application.

If for some reason you are not able to upload the required application package items via CalOpps, then please fax them with a cover sheet to our confidential FAX line: (408) 846-0200. In the alternative, you may mail them or hand-carry them to: **City of Gilroy, Human Resources Department, 7351 Rosanna Street, Gilroy, CA 95020.**

NEXT STEPS

This position is open until filled. First review of applications scheduled for Thursday, November 9, 2017. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. Candidates identified for further consideration will be required to submit criminal conviction information via a supplemental questionnaire. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, required medical evaluation/testing, and drug screen, given at the City’s expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS
WORKFORCE DIVERSITY.**