www.el-cerrito.org/apply

# THE CITY OF EL CERRITO

## Announces a Career Opportunity for

# MANAGEMENT ANALYST II

**EXTENDED FILING DATE: December 15, 2016, 6:00 p.m.**

### THE COMMUNITY

Located near the east shore of the San Francisco Bay, the City of El Cerrito is an ethnically diverse community offering a high quality of life within one of the nation's most sophisticated and beautiful living areas. With a population of almost 24,000 residents, El Cerrito has the advantage of being centrally located in a major metropolitan area. El Cerrito is an established community with a strong self-identity and a commitment to enhancing the quality of life for its citizens.

### THE POSITION

The Management Analyst job series is utilized by various City departments. Positions in this class are assigned difficult and complex assignments in management and budgetary analysis requiring a high degree of knowledge of City, administrative, and budgetary policies, practices and techniques. The current vacancy exists in the Public Works Department—Operations and Environmental Services Division (OESD).

The mission of the Public Works Department is to plan, design, construct, operate and maintain public facilities and infrastructure and programs that support the quality of life for the citizens of El Cerrito in a way that ensures an economically and environmentally sustainable future. The Public Works Department consists of two Divisions: the Engineering Division and the Operations and Environmental Services Division (OESD). OESD operates from the Recycling + Environmental Resource Center (RERC) and the Corporation Yard, and provides services for the maintenance of public facilities, infrastructure, and landscaping; waste management; and environmental sustainability programs and compliance. The Management Analyst II assigned to OESD will initiate, coordinate and manage a wide range of projects and programs within these areas. Specific program and project areas include Clean Water, Climate Action, Municipal Energy & Water Efficiency, Utility Management, Clean Energy, Waste Management/Recycling Operations, and Environmental Purchasing. Activities include, but are not limited to, policy development, public outreach and engagement, grant writing, and preparation of requests for proposals and contract management.

### THE IDEAL CANDIDATE

The City is looking for a creative, team-oriented, proactive individual who can clearly demonstrate that s/he has the following background and competencies:

- Knowledge of the principles and practices of public administration, including budgeting, personnel administration, and/or program management.
- Knowledge in fields related to clean water regulatory compliance, waste management, energy management and/or other environmental sustainability programs, such as climate action.
- Knowledge of the organizations, functions, policies and administrative practices of local government.
- Ability to work independently in the initiation of programs and completion of assignments; effectively plan, organize, and prioritize work; and prepare and present clear and concise reports both orally and in writing.
- Ability to provide effective project leadership; and establish and maintain effective working relationships with others.

Full job description at: www.el-cerrito.org/jobdescriptions

Duties Include:

- Provide highly responsible administrative staff assistance including conducting specific and comprehensive analysis of a wide range of municipal policies involving organization, procedures, finance and services.
- Develop, review, analyze and oversee programs and special projects.
- Assist with advanced planning efforts related to department grants and budgets.
- Prepare narrative and statistical reports and make recommendations and presentations in connection with these studies to staff, the public and City Council.
- Maintain liaison with assigned committees, other City departments, agencies and the public.
- Provide organizational and informational analysis, leadership and support.

Employment Applications can be completed online at www.el-cerrito.org/apply.
All applications must be returned to the Human Resources Division,
jobs@ci.el-cerrito.ca.us 10890 San Pablo Avenue, El Cerrito.
Application materials, supplemental questionnaires, and resumes should be included with your application.

For more information contact the Human Resources Division at (510) 466-5005 or jobs@ci.el-cerrito.ca.us

## EXPERIENCE AND EDUCATION

Experience: Three years experience, preferably in a public agency, related to general administration, accounting, budgetary analysis, or personnel work including research, analysis and preparation of written reports and recommendations. Specific experience in entry-level class Analyst position.

Education: Bachelor's degree in public/business administration or related field. Master's level course work desirable.

Possession of a valid California Driver's License is required.

## COMPENSATION & BENEFITS

Salary: $5,998—$7,498 per month; depending on qualifications.

Current benefit features include:

- 37.5 hour work week schedule with alternating Fridays off
- CalPERS retirement (2.7% at 55 for current members and 2% at 62 for new members, plan is integrated with Social Security). The City and employee each pay own contribution to Social Security.
- Vacation ranging from 11 to 33 days per year based on years of service
- Administrative Leave and Auto Allowance
- 15.5 paid holidays per year
- 8.75 hours of sick leave accrued each calendar month
- Excellent health, dental, long-term disability and life insurance program plans
- Flexible benefits plan allowing pre-tax contributions for health and dependent care reimbursements
- Deferred Compensation plan available at employee's expense

## APPLICATION INSTRUCTIONS

Employment applications and supplemental questionnaires may be obtained from the City of El Cerrito Human Resources Division at www.el-cerrito.org/apply; at City Hall, 10890 San Pablo Ave., El Cerrito, CA 94530; or by calling (510) 466-5005.

You can email your signed and scanned application forms and all application materials to jobs@ci.el-cerrito.ca.us; or you can also mail or hand deliver your application forms to the Human Resources Division at El Cerrito City Hall, 10890 San Pablo Avenue, El Cerrito, CA 94530 **by 6:00 p.m. on December 15, 2016.**

**Application materials must include:**

- **Signed original City of El Cerrito application form**
- **Completed supplemental questionnaire**
- **Resume**

Qualified applicants receive equal consideration without regard to race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, or disability.

In accordance with the Federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, notification of such accommodations must be made to the City at the time the employment application is filed. Medical documentation must be provided upon request.

## SELECTION PROCESS:

All application materials will be assessed using in part the criteria outlined in this brochure. Those candidates with application materials that clearly demonstrate that they most closely meet the current needs of the City will be invited to continue in the selection process.

Selected candidates will then be invited to participate in an oral interview, which may include a problem exercise. Each candidate will meet with a group of highly qualified professionals to discuss his/her qualifications. Those persons deemed to be best qualified by the interview panel will have their names placed on the employment list which will be used by the department for final interviews and appointment.

The City of El Cerrito reserves the right to modify the selection process as necessary for administrative or business necessity.

**THE CITY OF EL CERRITO IS A**
**DRUG, ALCOHOL, AND SMOKE FREE WORKPLACE**

THE CITY OF EL CERRITO

***The City of El Cerrito is an Equal Opportunity Employer***

*Mission Statement:*
*The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future*

**City of El Cerrito**
**Management Analyst II – Public Works Department**
**Supplemental Questionnaire**

**Instructions**: Please respond fully to each of the questions below. The City will consider your ability to understand each question, analyze the issue based on your experience and knowledge, and present your thoughts clearly and concisely. There may not be a correct answer to any one question; the City wants to understand your thought process and writing skills. Please try to limit your response to no more than four single-spaced pages (one page for each question).

All supplemental questionnaires must be submitted with the rest of your application materials to the Human Resources Division, jobs@ci.el-cerrito.ca.us no later than December 7, 2016 at 4:00 p.m.

1. Describe your training and experience related to researching, compiling, and analyzing data for a special project, program, policy or regulation. Give a specific example of an analysis you presented to decision makers, what recommendation you made, whether your recommendation was adopted, and how it was implemented.

2. Discuss your experience making oral and written presentations and/or facilitating public outreach or community engagement processes. In particular, highlight any experience you have had with a City Council, city commission, or community group.

3. Describe your training and experience related to 1) grant procurement and administration, and 2) contract/agreement processing and management. Provide specific examples of your roles and scope of responsibility.

4. Provide a short description of your experience, including duties and responsibilities, in at least three of the following areas:
    - Clean Water
    - Climate Action
    - Municipal Energy & Water Efficiency/Utility Management/Clean Energy
    - Waste Management/Recycling Operations
    - Environmental Purchasing