



County of Santa Cruz

Invites you to apply for:

ASSISTANT ADMINISTRATIVE ANALYST

Promotional Only

Salary: \$6,647 – 8,899 Monthly

Closing Date: Monday, September 15, 2025

SUPPLEMENTAL QUESTIONNAIRE REQUIRED

Live here, Work here, Play here

www.santacruzcountyjobs.com

The background of the entire page is a photograph of a coastal scene. In the foreground, there are dark, wet rocks with white foam from waves crashing against them. The water is a deep blue. In the middle ground, there are large, light-colored concrete structures, possibly part of a breakwater or pier. In the background, a white lighthouse with a dark top is visible on the right. The sky is blue with some white clouds. The overall scene is bright and sunny.

THE POSITION:

Under direction of the County Executive Office, obtain and analyze data for the purposes of preparing financial and statistical reports and other information as required for the use of the County; organize and coordinate a countywide public information program; act as a channel of communication between the County and the public; and to do related work as required. The list established will be used to fill vacancies in the County Executive Office.

The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.

SUMMARY OF QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Equivalent to graduation from an accredited college with completion of upper division coursework in Public Administration, Finance, Economics, Business, Journalism, Communications, Public Relations, or a closely related field.

KNOWLEDGE:

Some knowledge of the principles of public administration, finance and budgeting; principles and techniques of program and budget evaluation; communication skills and techniques required for gathering, evaluating, analyzing and presenting information; generally accepted rules of English usage, including spelling, grammar, punctuation and syntax and office methods and procedures

ABILITY TO:

Develop concise and descriptive written and oral reports that relate to the theme or objective and reflect continuity of thought; collect, organize, interpret and evaluate data; identify, define and analyze administrative, operational and programmatic problems, examine alternatives, develop recommendations, and determine a course of action; exercise initiative, ingenuity, independent analysis, and judgment in solving difficult and complex administrative, managerial, technical and/or public relations problems; creatively communicate program goals, strategic direction, and operational issues in an effective and tactful manner; establish and maintain effective working relationships with the public, other departments and agencies, boards and commissions, public officials, community groups, members of the media, County staff, and others contacted in the course of work; research, analyze, and interpret complex data, regulations, laws, policies, and guidelines; use a variety of software applications relative to desktop publishing and presentations; exercise discretion and sensitivity in interpreting and communicating County policies and programs; develop creative and visually appealing public information materials; speak publicly, in an effective manner, before a variety of diverse groups; anticipate and predict issues that may generate media interest; and present technical information and supportive materials.

THE EXAMINATION:

Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

THE COMMUNITY:

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to live, work, and play!

HOW TO APPLY:

Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, please call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.



SUPPLEMENTAL QUESTIONS:

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Note: Please answer the questions below as completely and thoroughly as possible, as your answers may be used to assess your qualifications for moving to the next step in the recruitment process.

1. Describe your experience in data collection, database design or management, developing written reports (with or without recommendations) from research or data analysis and/or organizing data for others use in programs like SharePoint, Power BI, Excel or Microsoft Access.
2. Describe any experience you have in preparing budgets or supporting the budget preparation process (ex: database management, budget production, research, etc.). Describe your role, the tools and resources you used and size of any budget you worked on.

HIGHLIGHTED BENEFIT OFFERINGS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.