

County of Santa Cruz

INVITES YOU TO APPLY FOR:



ASSOCIATE ADMINISTRATIVE ANALYST

Supplemental Questionnaire Required

Open and Promotional

Job # 23-UR5-01

Salary: \$7,479 – 10,022 / Month

Open Until Filled

For first consideration, please apply by Friday, September 1, 2023. This recruitment will remain open until filled.

Are you skilled in analyzing and making recommendations for the solution of complex problems of organization, budgets and administrative systems and procedures? Do you have experience with management initiatives such as strategic and operational planning, continuous process improvement, performance management, long-range facilities planning, capital improvement projects, and racial equity? Are you familiar with program budgeting, debt financing, and contract negotiations? Then come join our team! The County Administrative Office seeks an Administrative Analyst committed to providing excellence while bringing a strong emphasis on analytical, problem-solving and communication skills. A successful candidate is a vital team member, trusted advisor and systems thinker who can work with departments on budget proposals and policy documents. As the Administrative Analyst, you will plan, organize and coordinate various projects and assist operating departments to monitor financial plans. **The list established from this recruitment will be used to fill the current vacancy and any future vacancies during the life of the list.**

THE REQUIREMENTS: 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 **AND** two years of progressively responsible experience that would provide the required knowledge and abilities.

Knowledge: Working 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; office methods and procedures;

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

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organizational principles and relationships; principles and techniques of administrative analysis, including workflow and layout; statistics and methods of presentations; principles and practices of strategic planning; principles, techniques and methods of public relations, program management and evaluation principles, techniques and methods of preparing information, news releases and instructional materials, including graphics and written copy; and fundamentals of public speaking, marketing, and mass and targeted communication.

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.

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.

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

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.

ASSOCIATE ADMINISTRATIVE ANALYST – SUPPLEMENTAL QUESTIONNAIRE

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 question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Please describe your experience in preparing budgets including how revenue and expense projections were made, the size of the organization and the amount of the budget and the various funding sources.
2. Describe your experience conducting research, collecting data, and developing reports for the purpose of presenting your analysis and recommendations in written form.
3. Describe your experience coordinating projects requiring collaboration between different departments or agencies.

EMPLOYEE BENEFITS:

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.

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www.santacruzcountyjobs.com