



County of Santa Cruz

Invites you to apply for:

COUNTY SUPERVISOR'S ANALYST

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Supplemental Questionnaire Required
Open and Promotional
Salary: \$8,088 – 10,840 / Month

Closing Date: Friday, April 18, 2025

www.santacruzcountyjobs.com

THE POSITION:

First District Supervisor Manu Koenig is seeking interested candidates for the position of County Supervisor's Analyst. In this role, you will receive a wide variety of assignments which require knowledge of community interests and governmental functions as well as considerable contact with community groups, officials, and individuals. You will act as the confidential representative for the Supervisor. Please note that this is a non-civil service position. Assignments are carried out within policy guidelines set by and at the direction of Supervisor Koenig.

Primary Duties:

- Investigate expressed concerns from the public
- Collect, assemble, analyze, and present data and action proposals relating to a wide variety of community interests and governmental problems
- Respond to individual requests for information on governmental functions and community activities and programs
- Accompany or officially represent the Supervisor when working with departments and other agencies
- Interview complainants and independently investigate complaints by personal visits, written communications, or telephone
- Carry out a variety of special assignments such as researching new programs, evaluating services, and assembling information for possible grant applications

QUALIFICATIONS

Any combination of training and experience which would provide the required knowledge and abilities listed below is qualifying.

Working Knowledge:

- Community problems and programs, such as those designed to improve housing, land use, health services, employment opportunities and education
- Office management, and work organization, simplification and layout may be required for certain assignments

Some Knowledge:

- Functions, organization, and activities of local, state, and federal government and of related community programs
- Principles and practices of public administration
- Public financing and budgeting
- Public information channels and methods
- Administrative survey and evaluative principles and techniques
- Principles of supervision and training may be required for certain assignments

Ability To:

- Tactfully establish and maintain effective working relationships with a variety of groups and individuals
- Understand, interpret, explain, and apply laws, rules, policies, and procedures
- Interpret programs and problems to policy makers and the public
- Plan, organize, coordinate, assign, direct, and evaluate the work of clerical staff may be required for certain assignments
- Prioritize and schedule work

- Collect, assemble, analyze, and present information and proposed actions in succinct and accurate written and oral form
- Maintain complex records and files
- Deal with confidential and sensitive material and maintain confidentiality
- Input, access, and analyze data using a computer

THE APPLICATION PROCESS:

Candidates must submit a County application and supplemental questionnaire. The completed application packet must be received online at santacruzcountyjobs.com or received in the Personnel Department, 701 Ocean Street, Rm. 510, Santa Cruz, CA 95060 by 5:00 p.m., on Friday, April 18, 2025. For more information please call Erin Morimoto at (831) 454-2932. Hearing Impaired TDD/TTY: 711. If you have a disability that would require an accommodation, please call (831) 454-2600.

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.

COUNTY EQUITY STATEMENT

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion. Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.



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 investigating, analyzing, and presenting data and proposals relating to community interests and governmental problems.
2. Describe your experience in working with various agencies and include how you have balanced competing interests.

HIGHLIGHTED BENEFIT OFFERINGS:

Medical, Dental, and Vision

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase 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 and Long-Term Disability Plan

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

Paid Leave and Administrative Leave

Sixteen days vacation time allotted per year, increasing to 31 days per year after 15 years of service. Six days per year of sick pay, and the County observes 14 paid holidays per year. In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as

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