

# COUNTY OF SANTA CRUZ

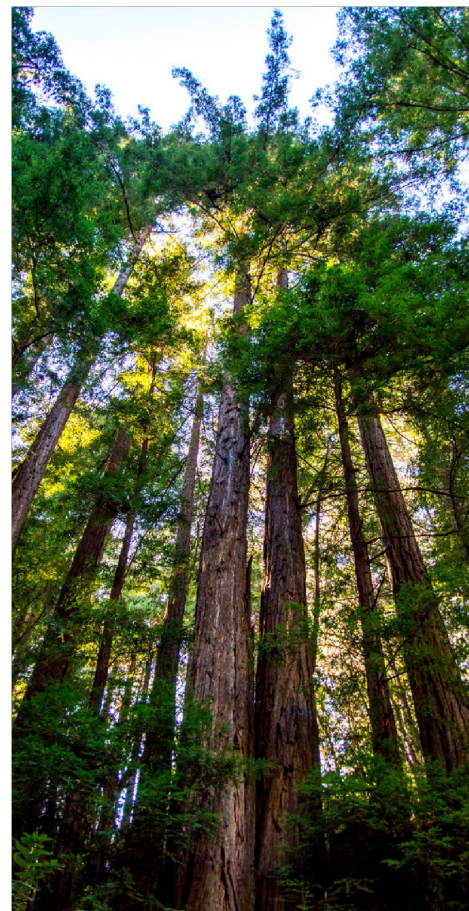
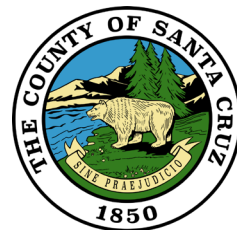
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## SENIOR ADMINISTRATIVE ANALYST

**Salary:** \$8,842 – 11,851 Monthly

**Final Filing Date:** Friday, August 22, 2025

To apply, go directly to: [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)



### 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.*

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## **ABOUT THE COUNTY OF SANTA CRUZ**

Santa Cruz County has approximately 268,000 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. It has an ideal Mediterranean climate with low humidity and 300 days of sunshine a year. Its 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. Higher education includes Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour's drive away. These elements of high-quality living make Santa Cruz County one of California's most desirable living areas. LIVE Here, WORK Here, and PLAY Here!



## **ABOUT THE POSITION**

The County of Santa Cruz invites applications for an experienced and motivated Senior Administrative Analyst to serve as the Measure Q Grant Program Manager within the Office of Response, Recovery & Resilience (OR3). This position will play a lead role in managing a new, high-impact local funding grant program that supports climate resilience, water quality, wildfire risk reduction, public access, and environmental protection projects across Santa Cruz County. This position will also support building high-impact collaborations with partner agencies, organizations and stakeholders in support of grant programs. The role will also engage with the Citizen Oversight Advisory Board, in reporting implementation results and impacts from the grant program.

Measure Q—the Safe Drinking Water, Clean Beaches, Wildfire Risk Reduction, and Wildlife Protection Act—will provide approximately \$7 million annually to support a wide range of public and community benefit projects. This is a unique opportunity to help shape and administer a community-driven, equity-focused grantmaking program that supports local governments, nonprofits, tribal partners, and land stewardship organizations. Click [here](#) to learn more.



**The list established from this recruitment will be used to fill the current vacancy and any future vacancies during the life of the list.**

## **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:*

One year of experience performing duties comparable to an Associate Administrative Analyst in Santa Cruz County.

**OR**

Graduation from an accredited college with a Bachelor's degree Public Administration, Finance, Economics, Business, Journalism, Communications, Public Relations, or a closely related field **AND** three years of progressively responsible experience that would provide the required knowledge and abilities.

To see full job specification, including knowledge and abilities, please click below:  
[Job Specification](#)

## **SUPPLEMENTAL QUESTIONNAIRE**

1. Describe a grant or public funding program you have managed from start to finish. Include your role in developing the process, reviewing or creating applications, overseeing grant management, and ensuring accountability and compliance.
2. Describe your experience that demonstrates your ability to collaborate across multiple sectors or agencies, such as cities, citizen advisory boards, tribal partners, and nonprofit organizations.

## **HOW TO APPLY**

Apply online at [www.santacruzcountyjobs.com](http://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, 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.

**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.

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## **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 pretax 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.**