



# Management Analyst I-II

Hiring Range:  
Level I: \$4,501-\$4,952/month  
Level II: \$5,215-\$5,737/month

Official County Applications Available at: [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

Final Filing Deadline:

**Wednesday, July 26, 2017 @ 5:00 PM**

The County of Yuba is currently recruiting for the position of **Management Analyst I-II** in the **County Administrator's Office**. This position reports directly to the Deputy County Administrator. Incumbent to this position will perform analytical, research and program development tasks related to County-wide operations, budget, policy development and administration in the County Administrator's Office; and other related work as assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the I-level if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level. Initially under general supervision, incumbents learn and perform a variety of simple to moderately complex professional level work to support operations of the County Administrator's Office in areas such as budget analysis and development, County-wide program evaluation, development and management of policies and procedures, development of administrative, operational systems, budget development and related analysis and studies for County Administrator, and/or Board of Supervisors' programs and activities. At the II-level, incumbents work independently within established guidelines to provide County Administration with expertise necessary to identify, evaluate and resolve highly visible public organizational and administrative issues of a County-wide nature; and perform special studies and research involving considerable discretion in determining program activities and resources.

Examples of knowledge skills and abilities required for successful performance: knowledge of basic principles and practices of public and business administration; data collection, analysis and interpretation; report writing techniques; techniques for working successfully with other employees in lead capacity. Skill in understanding organizational and political implications of research findings, recommendations and decisions; developing logical conclusions from data analysis and making sound recommendations; preparing analytical reports, summaries, manuals, analyses, and displays of information. Ability to prepare accurate and concise administrative documents for managers, department heads, members of boards and commissions, and members of the public; read, understand, interpret, and apply contracts, relevant county, state and federal states, rules, ordinances, codes, regulations, administrative orders and other government regulations; communicate clearly, concisely and effectively verbally and in writing. *This is a representative summary of the major duties and abilities. Please refer to the class specification for full description of knowledge, skills and abilities, as well as examples of duties and other qualifications required for this position.*

## EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Minimum:** **Level I:** Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, Economics, Statistics, or a related field. **Level II:** In addition to the Level I minimum, two (2) years of experience equivalent to the County's class of Management Analyst I. *Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.*

**Preferred:** **Level I:** In addition to the minimum, two (2) years of professional public fiscal, administrative, human resources or management analysis experience. **Level II:** In addition to the minimum, four (4) years of experience at least equivalent to the County's class of Management Analyst I.

**Special Requirements:** Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire; must file statements of economic interest with the Yuba County Clerk/Recorder; will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Working Conditions:** Generally a typical office setting; occasionally may be required to travel to various worksites of locations; may be required to attend meetings outside the normal business hours.

**Licenses and Certifications:** The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

## BENEFITS AND COMPENSATION

<b>MERIT INCREASE:</b>	Typically 5% each year for the first 7 years	<b>SICK LEAVE:</b>	Accrued every payroll period, up to 12 days per yr.
<b>RETIREMENT:</b>	Misc. See Pension Reform Link on Human Resources Webpage for additional information.	<b>DENTAL/VISION:</b>	County pays 100% of the Basic Plan Premiums for EE and 80% for dependent(s).
<b>VACATION:</b>	12 days for first 5 yrs with incremental increases every 5 yrs thereafter, up to 20 yrs	<b>LIFE:</b>	County provides \$50,000 in life insurance Coverage.
<b>MGT LEAVE:</b>	Annually 56 hours	<b>DEFERRED COMP:</b>	Voluntary Deferred Compensation plan(s) are available
<b>HOLIDAYS:</b>	An average of 13 paid holidays per year, including 2 floating holidays	<b>EE ASST. PLAN:</b>	County paid confidential family wellness plan
<b>HEALTH:</b>	The County pays 90% of the Basic Plan premium for employee only and 70% for employee and eligible dependent(s).	<b>UNION AFFILIATION:</b>	MGMT-NONE
		<b>FLSA STATUS:</b>	Exempt

Submit Completed Official County Applications to:  
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## COUNTY OF YUBA

**Yuba County** is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento, and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities.

**Statement of Commitment**—We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

## APPLICATION/SELECTION PROCEDURES

### **TO APPLY FOR MANAGEMENT ANALYST I-II:**

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>**

### **APPLICATION SCREENING:**

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. ***Please be sure to use the current application located on the County website. Old applications cannot be accepted. All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that applicants review their SPAM mail daily as to not miss any important communication from the County.*** Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

### **Applicants must provide the following documents by the filing deadline:**

- **Yuba County Employment Application—complete & signed**
- **Supplemental Questionnaire—complete & signed**
- **Diploma and Unofficial Transcripts**
- **Copies of Certifications**

### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

### **SUPPLEMENTAL QUESTIONNAIRE:**

A completed supplemental questionnaire is an essential part of the examination process for this position. The responses will be reviewed for sufficient detail and will be rated according to pre-determined guidelines. Please include; 1) Places of employment; 2) pertinent dates; 3) duties performed, etc. when responding to the questions. If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely. Any experience and/or training listed **MUST** be identified on your application. Resumes, letters and other materials will not be evaluated or considered as responses to the supplemental questionnaire. The supplemental questionnaire may be used to identify the most highly qualified candidates that will be invited to participate in the next step of the recruitment and selection process.

### **QUALIFICATIONS APPRAISAL PANEL; (tentatively scheduled for August 10 and 11, 2017)**

This is the final step in the examination process. Applicants who have successfully completed the previous examinations will be invited to participate in a qualifications appraisal panel. The process consists of three or four panel members along with a subject matter expert who will ask individuals questions related to the essential functions and/or attributes required for the position. Applicants may also be required to participate in a skills test during the Qualifications Appraisal Panel, consisting of one or more components used to measure the applicant's knowledge, skills, and abilities related to some of the essential functions required for this position. Scores from the Qualifications Appraisal Panel will be used in establishing the employment list.

**TESTING ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

**VETERAN'S CREDIT:**

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

**WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a period of six (6) months and may be extended to a maximum of one (1) year from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**DEPARTMENTAL INTERVIEW:**

The County Administrator's Office will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

**CONDITION OF EMPLOYMENT**

All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) who successfully complete the background investigation are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

**LICENSING AND CERTIFICATIONS:**

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

**AGENCY SHOP:**

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

**DISASTER SERVICE WORKERS:**

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.