

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Max of 5 working days with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

Health Insurance—Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

Long Term Disability Insurance—Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

IRC Sec. 125 Plan—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

Retirement—Miscellaneous employees are members of the Public Employees' Retirement) **Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)**

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

SELECTION: A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.

HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015

An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

MANAGEMENT ANALYST City Attorney's Office

(Not Civil Service, 40 hours/week)

SALARY:
\$3132-3288-3453-3626-3807 biweekly
\$6786-7124-7481-7856-8248 monthly

Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)

FINAL FILING DATE:
Thursday, February 7, 2019 OR
Upon receipt of the first 100
applications- whichever occurs first

Interviews: TBA

**Résumés are not accepted in lieu of a
City of Daly City application.**

To apply online, visit
www.calopps.org

INFORMATION

DEFINITION

Under general direction of the Department Head, performs a wide range of responsible, professional, administrative, staff assignments which include oversight of interdepartmental and City-wide projects and programs; and performs related work as required. As this is a management development position, the incumbent may be assigned temporarily to other departments to gain broad experience in various municipal functions.

EXAMPLES OF DUTIES

Assist in program, policy and budget development, implementation, coordination, revision, review, evaluation and monitoring; participate in interdepartmental task forces and committees; research, compile and analyze financial and other data; prepare recommendations for budget requests, grants, new programs, modification of services and equipment; plan, organize and coordinate assigned City-wide projects and monitor departmental projects; analyze, interpret and explain City policies and procedures.

TYPICAL TASKS

The following tasks are typical for the classification. Any single position may not require all of these tasks and/or may require similar analytical and administrative tasks not listed.

1. Identify and research information from various departments and from outside sources to evaluate proposed programs and projects.
2. Analyze data to assess cost, operational feasibility and other aspects of

proposed programs and projects.

3. Prepare reports and presentations on all pertinent aspects of proposed programs and projects including budget projections.
4. May make presentations on assigned projects and programs to the City Council and others.
5. Monitor and coordinate execution of approved projects and programs including preparing all required reports and supervising all related record keeping.
6. Recommend changes in program emphasis or execution.
7. Assist in the development and implementation of goals, objectives, policies, and procedures.
8. Confer with operating staff regarding the implementation of programs and the interpretation and application of policies and procedures.

MINIMUM QUALIFICATIONS

Knowledge of: Comprehensive knowledge of the principles, practices and methods of municipal budgeting, finance, public administration and organizational development; modern management of departments and organizations; pertinent legislation; interpersonal behavioral dynamics.

Ability to: Write and present reports and recommendations; speak before groups; properly interpret, explain and act in accordance with laws, regulations and policies; demonstrate competency in research and analysis, decision making, and management skills; and tactfully relate to the public, departmental managers, employees, other organizations and outside agencies. Work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Bachelor's Degree from a four-year college or university, with major course work in Public or Business Administration or related field.

Experience: Two years of full time, paid, responsible work experience in a fiscal or administrative capacity; or an equivalent combination of related training and experience.
Experience in Risk Management administration desirable.

License: Possession of a valid Class C California Driver's License.

City of Daly City Prequalification Questionnaire for Management Analyst

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015
OR apply online at: www.calopps.org

1) Do you possess a valid Class C California Driver's License?

Yes
No

2) Do you possess a Bachelor's Degree from a four-year college or university, with major course work in Public or Business Administration or related field?

Yes
No

3) Do you have two years of full time, paid, responsible work experience in a fiscal or administrative capacity?

Yes
No

Signature:

Date:
