

LOCAL AGENCY FORMATION COMMISSION OF YOLO COUNTY

is seeking applicants for a part time LAFCo Management Analyst



APPLICATION PROCESS

The final filing date is May 18, 2015 at 5:00 p.m. or when 75 applications are received, whichever occurs first.

SALARY:

\$30.03-\$36.50 Hourly

JOB TYPE:

Permanent Part Time
20 Hours a week

To apply – Interested applicants should submit an online County of Yolo Employment Application, responses to supplemental questions, a detailed resume, and verification of education by 5pm on the final filing date.

www.yolocounty.org

For important and detailed information regarding the application and selection process for this recruitment, please see the Application and Selection Process section of this job announcement.

To learn more about the Local Agency Formation Commission of Yolo County go to www.yololafco.org

The Management Analyst is responsible for supporting LAFCo and its Executive Officer in its ongoing mission of facilitating agency collaboration among the county's four cities and 58 special districts to bring forth better services and government. This permanent part time position will be tasked with researching and conducting Municipal Service Reviews of cities and special districts in the County, assisting with the implementation of LAFCo's Shared Services Strategic Plan, and processing agency proposals such as annexations or changes in organization in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. This position would also assist with organizing and planning biannual countywide forums on widely varying topics.

EXAMPLES OF DUTIES INCLUDE:

- Reviews and analyzes budgetary data to make appropriate recommendations;
- Conducts systems and procedures studies and makes recommendations for development or revising such;
- Plans and conducts special studies and projects;
- Gathers, evaluates and tabulates data;
- Formulates recommendations and prepares reports on the basis of evaluated data;
- Evaluates priority of assignments and projects to ensure follow up and completion through workload planning and scheduling;
- Studies organizational systems and structure, departmental standards, expense control, operating equipment and lay out of physical facilities;
- Prepares administrative bulletins, procedures and memoranda;
- Prepares and answers correspondence, questionnaires and other data gathering devices;
- Responds to inquiries on policy and procedures from departments, other governmental agencies and the public;
- Researches laws and other regulatory requirements governing governmental operations;
- Confers with representatives of other agencies and departments;
- May monitor expenditures and fund transfers;
- May assist in the preparation of capital improvement programs;
- May prepare and present staff work for boards, commissions and committees;
- Performs other related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate for this permanent part time position will have a strong interest in local government, strong analytical and problem solving skills, and will not be afraid to question the status quo. This person will have strong written and verbal communication skills, and will be comfortable with conducting complex research and writing recommendations. This person will be comfortable with representing LAFCo at partner agency board meetings and public events. The ideal candidate will be skilled at prioritizing tasks, allowing them to juggle varied tasks such as preparing 5-year budget trends for an agency on one day and event planning for a countywide forum for elected officials the next. The ideal candidate will be detailed oriented but also have the ability to see the big picture. This person will be comfortable working with numerous separate agencies and be successful at building relationships to break through silos.

EMPLOYMENT STANDARDS

Any combination of experience and education which provides the required knowledge and skill is acceptable. A typical way of gaining the knowledge and skills is outlined below:

Education: Equivalent to graduation from an accredited college or university with major course work in Public or Business Administration, Government, Finance, Accounting, Economics, Administration of Justice, Planning, Public Policy, Education or a closely related field. (Responsible administrative experience may be substituted for the required education on a year-for-year basis.) AND

Experience: One (1) year of progressively responsible management, analytical, financial, or budget or personnel experience requiring analysis and interpretation of data. Master's degree in Public or Business Administration or closely related area may substitute for experience at this level.

License: Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge of: principles and practices of governmental administration, including accounting, budgeting, finance, organizational planning and analysis, statistical analysis, research methods, report writing, and personnel administration; Modern office software programs including but not limited to Microsoft Word, Microsoft Excel, and Access; Dynamics of staff-line relationships; Quality improvement processes, performance measurement techniques for public sector social and municipal services and programs.

Ability to: apply principles, practices, methods and techniques of public administration, management analysis and statistics to the gathering, organizing and analysis of data; Present data in reports, memos, charts, graphs, and other appropriate forms; Express one's self clearly and concisely, both orally and in writing; Prepare comprehensive reports; Establish and maintain effective working relationships with others; Interpret related laws rules and regulations; Remain knowledgeable of developments in the field of public administration.

SUPPLEMENTAL QUESTIONS

Management Analyst (LAFCo – Permanent Part Time) Supplemental Questionnaire

* Required Question

- *1. The job bulletin for this class outlines the steps in the application and selection process, and contains all necessary information that an applicant will need to complete and submit a complete application packet.
 I certify that I understand the application instructions for this position.
- *2. Complete application packets must be submitted prior to the final filing date. No additional time is given for candidates to provide additional information.
 I understand that I will NOT be given additional time to submit additional information.
- *3. Your job application must be completed in order to show how you meet the minimum qualifications for this position. Human Resources will assess your qualifications based ONLY on the information provided in the job application.
 I certify that my application contains all necessary employment and education information to show how I meet the minimum qualifications for this position.
- *4. I have read the above instructions and understand that my responses to the supplemental questions are required, and my responses will be used to determine the best qualified candidates for this job. I certify that my responses are accurate to the best of my knowledge. I understand that should my name be placed on an eligible list and it is later found that my responses are inaccurate, my name will be immediately removed from the eligible list and I will be deemed ineligible for consideration for employment in this class with Yolo County.
 Yes
 No
- *5. Please describe a complex analysis you have undertaken, the process you used to formulate your recommendation and how you presented the information in a strategic way.
- *6. What interests you about working for the Local Agency Formation Commission in Yolo County?
- *7. I understand that this is a permanent, part time position, with a projected schedule of approximately 20 hours per week.
 Yes
 No

COMPENSATION AND BENEFITS

RETIREMENT

**** Did you know? Employees of other CalPERS (or CalPERS reciprocal) agencies who come to work for Yolo County are considered Classic members! ****

That's right! If you have a break in service of less than six (6) months between reciprocal agencies, you are considered a Classic PERS member! Our classic member retirement formulas for Miscellaneous: 2.5% at 55

NEW MEMBERS: Misc. 2% at 62

BENEFITS

The County of Yolo offers a generous benefits package including:

- Health, Dental, and Vision Insurance
- CalPERS Retirement
- Social Security & Medicare
- Deferred Compensation Plans
- Flexible Spending Accounts
- Holidays & Floating Holidays
- Vacation, Sick, and Administrative Leave
- Employee Assistance Program
- Disability Plans

Benefits for County positions are specific to the bargaining unit of the position. The Salary Resolution (accessible [here](#)) identifies the bargaining unit for each County classification.

Once you've identified the bargaining unit, you can look up the benefits for a particular position by going to our Benefits Summaries by Bargaining Unit page on our website, by clicking [here](#).

APPLICATION PROCESS

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It is highly recommended that you print this job bulletin for future reference.

Your application should highlight all relevant education, training, and experience, and clearly indicate how you meet the minimum qualifications for the position as of the final filing date. Application information must be current, concise, and related to the requirements in this job announcement. A resume may be included with your application; however, it will not substitute for the information requested on the application. Incomplete applications will be disqualified.

In addition to a completed application, applicants are required to submit a detailed resume, a completed supplemental questionnaire, and verification of education for this position. Additional documents may be submitted to the Yolo County Human Resources Office in any one or more of the following ways:

- As an attachment to the online application
- By e-mail to jobs@yolocounty.org
- By fax to (530) 666-8049
- By hand-delivery to 625 Court Street, Room 101, Woodland, CA 95695. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

All required documents must be received by the Human Resources Office by the final filing date. Postmarks will not be accepted. Human Resources is not responsible for the untimely delivery of materials sent via U.S./specialized mail, or County interoffice mail.

SELECTION PROCESS

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The following is a tentative schedule of events that will occur as part of the selection process. The selection process steps, and all listed dates, may change with or without notice.

Week of 05/18/2015 Screen for Minimum Qualifications

Week of 05/25/2015 Screen for Best Qualified

TBD Department Selection Interviews

TBD Reference Checks

TBD Tentative Job Offer/Livescan/Drug & Alcohol Screen

July 2015 Estimated Start Date

SCREENING FOR BEST QUALIFIED

The supplemental questions are designed to elicit specific information regarding a candidate's experience, education, and training. Responses should be consistent with the information on your application and are subject to verification. If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely. Resumes or referral to the application or other questionnaire responses will not be accepted in lieu of completing each question. If you have no experience, write "no experience" for the appropriate question. Based upon responses to the supplemental questionnaire, the applicant's education, training, and experience will be evaluated to determine those applicants that are best qualified.

CONTACT INFORMATION

For questions about the position or about employment with the County, please contact Carol Barrientos by e-mail at carol.barrientos@yolocounty.org or by phone at (530) 666-8053.