

Placer County  
Invites Applications for:

# PRINCIPAL MANAGEMENT ANALYST

(Unclassified Management)



**Annual Base Salary:**  
**\$118,810 to \$148,408 plus a comprehensive benefits package**

**\*Annual salary at appointment based on qualifications and experience.** Interested applicants are encouraged to apply by submitting an application via the County's website at [www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com).



## THE OPPORTUNITY

This is an extraordinary career opportunity to join a progressive and innovative County located in scenic Northern California. Placer County is an award-winning organization. The County seeks to attract highly qualified candidates for consideration that bring credibility, passion, and an innovative approach to the delivery of services to the community.

## COUNTY GOVERNMENT AND ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. This governing structure has nearly all non-elected Department Heads reporting to the County Executive Officer. The County's budget for FY 2022/2023 is \$1.02 billion with a current staff of approximately 2,704 funded positions.

## PLACER COUNTY AND THE REGION

Placer County is a prosperous community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from high-quality education, safety, and healthcare infrastructure, in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County (located in Auburn) is 30 miles northeast of Sacramento, the State capital.

Breathtaking scenery, a rich history, year-round recreation – and Lake Tahoe – need we say more? Those are just some of the reasons more than 400,000 people call Placer County home (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) and hundreds of thousands more come to visit us each year. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba. Lake Tahoe is a short 90-minute drive from the westernmost points of the County. We boast the best schools, the best outdoor recreation, and the most beautiful views you'll find anywhere, but we also are home to amazing art, award-winning wines, craft breweries, and agriculture, and have a tremendously strong heritage as the home of California's Gold Country. It's a way of life we call the Placer Life.

Stretching over one hundred miles, from the breathtaking vistas of the truly one-of-a-kind Lake Tahoe down through the verdant foothills of the Sierra Nevada Mountains to the lush Sacramento Valley, Placer County encompasses

some of the most beautiful and diverse scenery in Northern California. The County has three distinct geographic regions: the Valley, the Gold Country, and the High

Country. The Valley is the most urbanized of the three regions in terms of population and overall commercial development.

The Gold Country's picturesque farmland and Gold-Rush era towns dot oak-covered foothills, while the Sierra Nevada Mountains feature majestic forests, craggy peaks, and pristine alpine lakes.

Placer County is consistently ranked first for its quality of life and among the top healthiest counties in California. Home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County, Placer also offers exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small-lot suburban and urban residential projects, ranchettes, larger rural residential properties and extensive farmlands with a mix of farming and ranching opportunities.

Outdoor recreation activities in Placer County are abundant all year long from hiking and biking, to horseback riding, rafting on rivers, snowshoeing and skiing. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.



To learn more about Placer County, visit [www.visitplacer.com](http://www.visitplacer.com)

## THE POSITION

The Principal Management Analyst assigned to this position will take a lead role in planning, organizing, administering, managing, and supporting development related fee programs, annexations, and the formation of special districts; as well as oversees and support the work of CEO assigned staff, contractors, or consultants; evaluate cash flows and monitor budgets; and other related duties as required to meet program needs.

This position is a management-level classification and reports to the County's Deputy County Executive Officer of Land Use and Community Services. This classification is characterized by a high degree of independence in the application of operational responsibilities and therefore requires a thorough and detailed knowledge of laws, procedures, and regulations affecting all aspects of the assignment. Typical management responsibilities for this position include:



- Plan, coordinate, develop, manage, and administer various county impact fee programs, formation of Special Districts, annexations, tax share negotiations and Public Facilities Financing Plans; oversee the work of assigned staff and ensure compliance with agreements, contracts, laws, policies, ordinances, and regulations as they relate to the development.
- Lead and manage efforts to modernize and systematize business practices related to infrastructure and service finance implementation by developing and refining administrative and operational procedures to improve efficiency across multiple departments and external agencies.
- Review, analyze and implement federal, state, and local regulations that govern impact fee programs, Community Facility Districts (CFD), County Service Areas (CSA), Business Improvement Districts (BID), Public Facility Finance Plans (PFFP), and Enhanced Infrastructure Financing Districts (EIFD) as needed.
- Establish fees for the services provided; determine and implement financing methodologies; manage parcel and property data; coordinate programmatic and financial reviews.
- Manage and administer complex budgets; assist, coordinate and support special district debt obligations; review developer requests; ensure timely debt payments; monitor revenue, expenditures and accounts of the impact fee programs and special districts; create detailed reports in addition to revenue and expense projections.
- Recommendations on cross functional departmental staffing assignments and program structure needs to implement best practices and achieve development goals.
- Establish and maintain working relationships with different departments, the community, developers, and state/local jurisdictions, organizations, agencies, and associations.

## THE IDEAL CANDIDATE

The ideal candidate is an individual who possesses a positive demeanor, a collaborative working style, and a high level of energy and persistence. Additionally, must have excellent communication and interpersonal skills, with the ability to explain complex concepts and the aptitude to build solid relationships with County staff, leadership, and key stakeholders. Possess a commitment to interdepartmental relations, creating an inclusive culture where employees across multiple departments will thrive in an environment of process and systems improvement. Demonstrate strong leadership skills, inclusionary social skills, and facilitate open, honest, direct, and professional dialogue while exercising a high degree of common sense and sound judgement.

The best qualified candidates will possess five years of increasingly responsible experience in public, administrative analysis or budget analysis, including two years of supervisory responsibility. Candidates must also possess *the equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration, political science, finance, economics, or a related field.*

## COMPENSATION AND BENEFITS

**Salary**—The annual base salary range for this unclassified management position is \$118,810 – \$148,408.

**Annual Leave**—The County provides 100 hours of management leave to be used as time off or paid out in cash, in addition to a competitive vacation and sick leave package and thirteen (13) paid holidays per year.

**Cafeteria Plan**—The County provides \$5,000 per calendar year that can be taken in cash or used for unreimbursed medical expenses, unreimbursed dependent care expenses, or 401(k) plan contribution.

**Deferred Compensation**—Voluntary 401(k) is available through payroll deductions. The County will match one dollar for every four dollars in employee contributions made to a 401(k) account up to a maximum employer contribution of \$1,500.00 per employee per calendar year.



**Education Allowance**—Tuition reimbursement is available for approved classes up to a maximum of \$1,200 per year.

**Health, Dental and Vision Insurance**—Health coverage is available through CalPERS with the County paying 80% of the selected plans total premium for the employee. Dental and Vision insurance are fully paid by the County for the employee; the employee pays the premium for dependents.

**Life Insurance**—A fully paid double indemnity life insurance policy of \$50,000 is provided for the employee. An accidental death policy of \$10,000 is also fully paid by the County.

**Retiree Medical**—Employees hired prior to January 2, 2005 receive the same County medical contribution as active employees upon retirement with five years of CALPERS service credit. Employees hired after January 2, 2005 receive 50% of the County medical contribution upon retirement with ten years of CalPERS service credit, including five years of Placer County service. Employees receive an additional 5% of the County medical contribution for each additional year of service up to 20 years.

**Retirement Plans**—Employees are covered by Social Security and the California Public Employees Retirement System (CalPERS). Placer County has three pension tiers for miscellaneous members, 2.5% at 55, 2% at 55 and 2% at 62. The tier an employee is placed in is dependent upon hire date and CalPERS membership date. Beginning January 1, 2013, all new hires to Placer County who have not been members of CalPERS within the last six months will generally be placed in the 2% at 62 formula. Both the employer and employee contribute 6.2% into Social Security and 1.45% into Medicare.

## APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application and resume via the County's website at [www.jobsatplacercounty.com](http://www.jobsatplacercounty.com).

Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, which may include a fingerprint clearance and a pre-employment medical examination.

## SELECTION PROCESS

An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates who will be invited to an interview. The interviews will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant.

For additional information about Placer County please visit the website a [www.placer.ca.gov](http://www.placer.ca.gov).

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

## HUMAN RESOURCES DEPARTMENT Equal Opportunity Employer

145 Fulweiler Avenue, Suite 200  
Auburn CA 95603

Main Telephone: (530) 889-4060

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