

San Joaquin County Employment Opportunity

Management Analyst III-Confidential County Administrator's Office

ABOUT THE POSITION

The County Administrator's Office is recruiting for the position of Management Analyst III. This position has broad responsibility for coordinating, and advising on administrative, financial, and policy activities of a wide range for County Departments, in addition to supporting the County's budget system. Assignments are carried out with independence in support of the Board of Supervisors' priorities. The Management Analyst III will be expected to model a strong work ethic and will interface with department heads, outside agencies, and others regarding financial, budgetary, and administrative matters. Future promotional opportunities may be available to the Deputy and Senior Deputy County Administrator levels.

THE DEPARTMENT

The County Administrator assists the Board of Supervisors to develop long-range policies to serve the County's 780,000 residents. Policies are then implemented through various County departments. The County Administrator's Office works with department heads to ensure all County operations run efficiently and effectively. County departments reporting directly to the County Administrator include: General Services (which includes Facilities Management, Capital Projects, and Parks and Recreation), Human Resources, Information Systems, Purchasing and Support Services, and Registrar of Voters.

THE IDEAL CANDIDATE

The Management Analyst III will play an important management role in the County organization, must be a collaborative and innovative problem solver, and will be responsible for the maintenance of the County's budget system. The ideal candidate will possess strong financial, budget, and analytical experience, as well as experience with budget systems in San Joaquin County or other counties or cities. Candidates must possess excellent oral and written communication skills, which will be used to convey information to internal and external stakeholders.

Recruitment Announcement
0724-RM0228-01
Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202

SAN JOAQUIN
— COUNTY —
Greatness grows here.

Make San Joaquin County your new home!

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Milk is the leading commodity.

Grapes, with 98,000 bearing acres, much of that in wine grapes, is the second largest commodity. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

Management Analyst III-Confidential

Typical Duties

- ◆ Monitors and evaluates operations and activities of the budget system and recommends improvements and/or modifications.
- ◆ Creates, documents, and maintains County business processes and troubleshoots budget system issues.
- ◆ Consults and coordinates with Information Systems team and/or vendors to resolve budget system problems.
- ◆ Enters, maintains, and audits data in the budget system.
- ◆ Prepares and conducts budget system training sessions for County employees.
- ◆ Participates in the preparation, review, and administration of departmental budgets.
- ◆ Advises and assists department heads and others in fiscal, organizational, and procedural matters.
- ◆ Researches and analyzes laws, policies, and other regulatory requirements and changes.
- ◆ Performs detailed studies of policies, procedures, organization, operations, services, finances, and related matters.
- ◆ May supervise others as assigned.

Major Responsibilities Include

- ◆ Maintaining the County's budget system.
- ◆ Advising and assisting County departments with the preparation and administration of the County Budget.
- ◆ Developing service and cost analysis of federal and state legislation and their impacts on County programs.
- ◆ Serving as the lead staff on special project task forces and Board of Supervisors Committees.
- ◆ Advising on administrative, financial and policy activities.
- ◆ Liaison with internal and external groups.

For a full description of position, visit our HR page at sjgov.org/departments/hr

Minimum Qualifications

Education: Graduation from an accredited four year college or university with a bachelor's degree in public or business administration, economics, social or behavioral science, or closely related field.

Experience: Four (4) years of responsible managerial, fiscal, personnel, or governmental administrative and/or analytical work, two (2) years of which must have been at a level equivalent to Management Analyst II in San Joaquin County. ***Experience maintaining a budget system or an Enterprise Resource Planning (ERP) system is desirable.***

Substitution: A Master's degree in public or business administration, economics, or a closely related field from an accredited college or university may be substituted for one year of experience.

Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.

Final Filing Date: **July 19, 2024**

Note: Final appointment will be conditional upon passing a pre-employment drug screen, background investigation, and a DOJ Live Scan.



Management Analyst III-Confidential

Compensation and Benefits

Approximate Annual Base Salary:

\$103,522-\$125,831

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- Members of the Confidential Unit receive a supplement of 10% of base salary
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) days annually
- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- 12 days sick leave annually with unlimited accumulation.
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 10 days of administrative leave annual fiscal year
- 14 paid holidays per year

Recruitment Incentives

- **Vacation Accrual Rate:** San Joaquin County vacation accrual rate consistent with the candidate's total years of public service.
- **Sick Leave:** Candidates leaving other employment may receive credit for actual non-reimbursable sick leave hours (up to 160 hours).
- **New Hire Retention Bonus:** \$2,000 upon completion of first year equivalent employment (2,080 hours); \$1,000 at 6,240 hours; \$3,000 at 12,480 hours.
- **Moving Expenses:** Documented costs to a max of \$2,000

Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



Cashable Compensation	Step 1	Step 5
Annual Base Salary	\$103,522	\$125,831
10% Supplement	\$10,352	\$12,583
1% Employer 457 Contribution	\$1,035	\$1,258
Vacation Cash Out (annual)	\$3,185	\$3,872
Total Potential Compensation	\$118,094	\$143,544

