



# City of Milpitas

## Announces a job opportunity for **Administrative Analyst I/II**

**Annual Salary Range:** I: \$67,042 - \$74,042; II: \$74,042 - \$97,462  
**Final Filing Date:** Wednesday, October 28, 2015

### **About the Position**

This position performs professional administrative and analytical assignments in a variety of program areas including: public works administration, utilities, general fund services, regulatory, environmental health and safety (EHS), budget, contracts, and performs other related work as required. This position reports directly to the Public Works Director and works closely with Public Works management team. Ability to work with all Public Works department staff in developing and implementing several key programs, policies and procedures is critical to the success of this position. This position acts as a liaison to several other departments on general coordination of services and process improvement. The incumbent should also have a desire to provide superior customer service to the community through the profession of public works.

### **Examples of Duties** – duties may include, but are not limited to, the following:

- Perform a variety of responsible and technical administrative and analytical assignments.
- Conduct surveys and perform research and statistical analyses as requested; prepare summary reports.
- Interview and consult with departmental officials and employees, representatives from other organizations and groups, and the general public to give and/or secure necessary information.
- Assist in formulating program policy, goals and procedures; collect and compile relevant data supporting recommendations.
- Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.
- Analyze issues and prepare reports.
- Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics; monitor progress and evaluate work measurement data of various City programs.
- Develop and analyze quantitative data for management evaluation purposes.
- Prepare and present factual and statistical data and make recommendations in written, graphic and oral form.
- Make verbal presentations of study findings/recommendations to department and City management and commissions, as the assignment requires.
- Provide information and interpretation regarding City rules, regulations and procedures.
- Perform audits and analysis in areas such as: programs, contracts, and budgets.
- Participate in special projects as assigned.

### **Minimum Qualifications**

#### **Education: Administrative Analyst I/II**

Bachelor's degree from an accredited college or university with major course work in human resources administration, public administration, political science, business administration or a closely related field.

#### **Experience: Administrative Analyst II**

In addition to the above, two years of responsible technical or administrative experience in an operating or staff agency in business or government, comparable to that of an Administrative Analyst I in the City of Milpitas.

## **License and Other Requirements**

Possession and maintenance of valid California Driver's License is required.

## **Special Requirements**

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment including use of a computer and the ability to work alone or with other individuals; ability to travel to various locations within and outside the City of Milpitas.

## **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

## **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

## **Salary and Benefits**

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.3% towards the employer PERS contribution.
- Vacation - 16 days per year to a maximum of 36 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.