



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Management Analyst
Finance Department
\$5,959 - \$7,243 monthly
Open-Competitive Recruitment

THE OPPORTUNITY:

The City of San Gabriel's Finance Department is recruiting for a Management Analyst to join its team. This position provides an exceptional opportunity to establish a career in public finance with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits, a full array of programs to work on, outstanding training and career development opportunities, and a great location for living and working in Southern California.

IDEAL CANDIDATE:

The ideal candidate will have significant experience in local government finance, especially in the area of budgeting. The ideal candidate will have outstanding computer skills with expert proficiency in using Microsoft Excel, Word and PowerPoint computer software. The ideal candidate will be adept with research and data compilation and produce high quality work with minimal assistance. Additionally, the City seeks a candidate who is a highly motivated professional with a strong work ethic, outstanding communication skills (both written and verbally), empathy and compassion, sound judgement, and interpersonal tact. The ideal candidate is prepared to work for a multifaceted finance department and willing to learn and perform a diverse array of duties. Most importantly, the ideal candidate will understand and exemplify outstanding public service and the mission of the City of San Gabriel.

POSITION SUMMARY:

Under general supervision of the Finance Director, the Management Analyst plans, develops and coordinates the implementation of programs and projects of a large scope or complexity in the finance department; conducts revenue and expenditure forecast and research; assists in the preparation and monitoring of the City budget; assists in other duties in the finance department including payroll, accounts payable, cash receipts, month-end close, grants, and audits; recommends departmental and/or citywide systems, policies, procedures, and administrative guidelines; performs comprehensive analyses and coordination of municipal policies, organization, procedures and services; interprets and explains policies and procedures; analyzes the technological and/or financial feasibility of proposed projects and makes recommendations; negotiates and administers contracts, agreements, leases and services; maintains records and prepares comprehensive technical reports and correspondence; and effectively uses computers to prepare spreadsheets and reports as needed and performs other duties as assigned.

The Management Analyst may also present reports to City Council, the City Manager, and various boards, committees and citizen groups at the request of the department head and/or executive team; act as a resource to the public, City Departments, City Council, commissions, organizations and community groups; and supervise, train and evaluate the work of professional, technical and support staff, as assigned.

MINIMUM QUALIFICATIONS:

Any combination of experience and education may be considered. A typical way to obtain the knowledge and abilities needed would be an education equivalent to a four-year degree from an accredited college or university in business administration, public administration or closely related field and three years of increasingly responsible professional-level analytical experience, preferably in a municipal setting.

Licenses and Certifications:

Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

BENEFITS:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), Delta Dental PPO or HMO plan, and VSP Vision plan. Although you typically must insure yourself, coverage of dependents is optional.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Retiree medical insurance (including family) per the vesting schedule established by Government Code 22893.
- \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position before approval. Department approval required.
- City-paid professional memberships applicable to the position. Department approval required.

Supplemental Benefits:

- Optional enrollment in Deferred Compensation 457 Program from ICMA-RC.
- Optional enrollment in Supplemental Insurance Programs at employee's expense.

Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year (increases with length of service)
- 104 hours of paid holidays per year

Annual Cash-Out Programs:

- Sick Leave Buy Back: In November of each year, may cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (November through November).
- Vacation Buy Back: May cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: May cash-out of up to 8 hours of unused holiday leave per year.

RECRUITMENT SCHEDULE (TENTATIVE)

The following is the tentative schedule for this recruitment. Please prepare your schedule in advance. Please note that exam components may be changed and this schedule may be modified if the City deems it necessary.

- Application Period.....April 7 – April 30, 2021
- Written Exam..... Week of May 3
- Oral Panel Interview.... Week of May 17
- Practical Exam..... Same day as Oral Panel Interview
- Selection Interview..... Week of May 24
- Pre-Employment..... June 1 – July 2
- Expected Start Date.... July 6, 2021

EXAMINATION & SELECTION PROCESS

The examination and selection process will be made as follows:

1. Application Screening: All submitted applications will be screened for minimum qualifications.
2. Written Exam: Those meeting the minimum qualifications for the position will be invited to the written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings and average scores and the number of slots available for the oral panel interview being used as the basis for adjusting the passing score.
3. Oral Panel Interview: Those attaining a qualifying score on the written exam will be invited to the oral panel interview. The oral panel interview is an objective assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral panel interview will be weighted 100% towards the Eligibility List for this position. Candidates must attain a minimum score of 70% on the oral panel interview to be placed on the Eligibility List.
4. Eligibility List: Those attaining a qualifying score on the oral panel interview will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
5. Practical Exam: The practical exam is used as a supplemental evaluation tool and is not scored or used for qualifying purposes. All candidates invited to the oral panel interview will be required to complete the practical exam.
6. Selection Interview: Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. Pre-Employment Process: Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete a pre-employment process. The pre-employment process consists of (1) medical examination, (2) fingerprint background check, (3) work experience and education verification, and (4) professional reference check. Failure to successfully complete the pre-employment process shall void any conditional offer of employment.

APPLICATION PROCEDURE:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all certifications applicable and/or required for the position. Hard copies of item 1-3 will not be accepted. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **Please do not hesitate to apply. The deadline for submitting applications is 5:00 p.m. on Friday, April 30, 2021 OR when a sufficient number of qualified applications have been submitted, whichever occurs first.** *Faxed, emailed, and/or hard copy applications will not accepted.*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT