



**San Gabriel**  
CITY WITH A MISSION

Invites you to apply for  
**Management Analyst  
(Finance & Budget)**  
**\$5,959 - \$7,243 per month**

**Imagine...** the opportunity to work in one of the most historic and beloved settings in Southern California and home to the fourth of the 21 California missions. Founded in 1771, San Gabriel is located 10 miles northeast of Los Angeles and is the birthplace of the greater metropolitan region. Today, San Gabriel is a burgeoning community of 40,000 with several neighborhoods of aesthetic and historical significance, outstanding schools, and excellent public amenities. The heart of San Gabriel is its Mission District, a culturally rich and historic center that blends the charm of early California with a modern-progressive experience. The Mission District is home to the San Gabriel Mission and Mission Playhouse and host of several festivals and events that attract patrons from all over the region, including the annual Dumpling & Beer Festival and Lunar New Year Festival. All of this and much more make San Gabriel a great place to live, work, and play.



### **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.

### **The Ideal Candidate**

The ideal candidate will have a strong financial management background with experience in local government, 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. 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.

## **Education & Experience Requirements**

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.

## **License and Certification Requirements**

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

## **Compensation & Benefits**

San Gabriel provides excellent compensation and benefits. The current monthly base salary range for Management Analyst is **\$5,959 - \$7,243 monthly**. The City also offers an outstanding benefit package including:

- **Retirement:** CalPERS Retirement with 2%@60 for "classic" PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS status.
- **Health Benefits:** City paid contribution of up to **\$1,568 per month** toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for employees who opt into the plan. The matching contribution requires employees to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have a master's degree from an accredited college or university shall receive \$300 per month in education premium pay.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Retiree Medical:** City provides Retiree medical insurance (including family) per the vesting schedule established by Government Code 22893.
- **Long-Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Bilingual Pay:** \$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 requires review and approval by the City.

- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the employee covers all premium/out-of-pocket expenses associated with the plans, if elected (City does not contribute to these plans).
- **Leaves:**
  - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
  - Sick: Accrue 96 hours of sick leave per year.
  - Holiday: 104 hours of paid holiday time per year.
  - Administrative: 32 hours of administrative leave per calendar year (prorated for time of hire).
- **Annual Leave Cash-Out Options:**
  - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
  - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
  - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).
- **Alternative Work Schedule:** Optional 9/80 work schedule with alternating Fridays off.

## Application Instructions

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 online application along with items 1-3 may be disqualifying. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com).

This recruitment will remain open until filled. **The next closing date and application review will occur on November 8 at 4pm.** The most qualified applicants will be invited to an examination at a time deemed most available for the City. *Faxed, emailed, and/or hard copy applications will not be accepted.*

## Tentative Recruitment Exam Plan & Schedule

*The following is the tentative exam plan and schedule for this recruitment. Please prepare your schedule in advance and note that the exam plan and schedule may be changed without notice if the City deems it necessary.*

- Application Filing Period..... October 7 – November 8
- Oral Panel Interview (100% Qualifying).... Week of November 8 or November 15
- Practical Exam..... Week of November 8 or November 15
- Selection Interviews..... Week of November 15 or November 22
- Target Start Date..... January 3, 2022

## Examination, Selection & Hiring Process

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a 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, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.
3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal 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 appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral panel interview to qualify for 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 typically not scored or used for qualifying purposes.
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 the 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 any part of the pre-employment process shall void any conditional offer of employment.

## Pre-Employment Process

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) medical examination, (2) Live Scan fingerprint check, (3) work experience and education verification, and (4) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment for this position.

*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.*

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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.

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