

County of Santa Cruz

INVITES YOU TO APPLY FOR:



ASSISTANT DEPARTMENTAL ADMINISTRATIVE ANALYST

Supplemental Questionnaire Required

Open and Promotional

Job # 24-US1-01

Salary: \$5,950 - 7,930 / Month

Closing Date: Monday, June 24, 2024

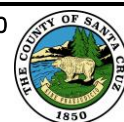
County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

The County of Santa Cruz is seeking candidates who like to problem solve by collecting, analyzing data, and preparing detailed research reports and recommendations, have a passion to learn about county budgets and board letters, and are eager to join a fast-paced team!

The current vacancy is in the Parks Department. The Parks, Open Space and Cultural Services Department position will be responsible for assisting the Parks Planning and Fiscal teams. A strong knowledge of and experience working with capital projects is desired. Major tasks include assisting with various procurement processes including formal and informal bidding, budgeting, invoicing, and billing for capital projects, and supporting grant administration and applications. This position will also be responsible for writing and editing board memos, contracts, agreements, and legal documents. **The list established from this recruitment will be used to fill the current and future vacancies during the life of the list. The option for remote work may be available based on the type of work and operational needs.**



THE REQUIREMENTS: Any combination of education and experience which will provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain these would be:

Equivalent to graduation from college with completion of college level or equivalent level courses in Principles and Techniques of Public Administration, Management Principles and Techniques, Administrative Analysis or Problem-Solving Techniques, Principles and Practices of Organization, Business Law, and Principles and Techniques of Supervision, or closely related subject matter area.

Knowledge: Some knowledge of research principles and methods; administrative survey and evaluative principles and techniques; communication skills and techniques required for gathering, evaluating and transmitting information, and effective interviewing at all functioning levels of the department or other public or private agencies; modern office methods and procedures; budgeting procedures (for designated positions); statistical methods; and the application of data processing to department operations.

Ability to: Define problem areas; collect, interpret and evaluate data; project consequences of recommendations; coordinate visual observation, oral and/or written communications into concise, descriptive and sometimes standardized written or oral formats that relate to the essential theme or objective and reflect continuity of thought; work tactfully with others to achieve work objectives and resolve conflicting views; act as liaison to advise and/or resolve existing differences between divisions, supervisor and/or subordinates; interpret laws, legislation, ordinances, administrative policies and procedures; and input, access and analyze data using a computer.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

ASSISTANT DEPARTMENTAL ADMINISTRATIVE ANALYST- SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Note: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience with gathering and tracking information from multiple sources. Include a description of the project along with the tools utilized to accomplish the goals and objectives of the project.
2. Describe your experience planning and organizing a project or program with tight deadlines.
3. Describe your public and/or private sector experience managing contracts, including experience negotiating contracts, preparing contract documents and monitoring contracts.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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WORK Here

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