CITY OF ROSEMEAD
invites applications for the position of:

Management Analyst (City Manager's Office)

SALARY: $27.05 - $37.33 Hourly
$4,689.00 - $6,470.00 Monthly

OPENING DATE: 03/28/19
CLOSING DATE: 04/18/19 11:59 PM

ABOUT THE POSITION:
Under general supervision, performs detailed analytical work to assist the City Manager
and/or Department Directors in resolving performance, process, policy, planning, and
management issues; develops recommendations and writes reports.

This position requires demonstration of high level of independent problem solving and
analytical responsibility. Incumbents in this class are assigned the most complex and
difficult work, and carry out assignments using independent judgment and problem
solving skills. It has overall responsibility for an assigned program and/or unit within a
specialized area.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
The following duties ARE NOT intended to serve as a comprehensive list of all duties
performed by all employees in this classification, but are representative summary of the
primary duties and responsibilities. Incumbent(s) may not be required to perform all
duties listed and may be required to perform additional, position-specific duties. The City,
at its discretion may add, modify, change or rescind work assignments as needed.

- Researches, organizes, compiles, summarizes and analyzes data and information for
  assigned special projects; develops and documents recommendations; prepares and
  presents reports to City management and other agencies; exercises independent
  judgment within defined policy guidelines.
- Researches and analyzes program operations and opportunities; analyzes
departmental processes, practices and strategies; negotiates and resolves sensitive
  and complex issues.
- Coordinates information and assures effective communications between
departments; clarifies and reconciles complex issues relating to strategic and
  operational planning and procedures; coordinates projects with City Council and
  other regional agencies and organizations.
- Researches grant funding opportunities; assists in administering grants and
  coordinates applications and contracts.
- Analyzes federal, state, and local legislative proposals for impact on City operations;
  prepares analysis and briefings on new legislation, judicial interpretations, and
  regulatory agency directives.
- Monitors the efficiency and effectiveness of service delivery methods and
  procedures; recommends, within policy limits, appropriate services and staffing
  levels.
- Monitors budget, revenue and expenditures.
- Analyzes and explains technical and operational information to external agencies
  and City management.
- Researches, develops, recommends and drafts policies and procedures, and
  procedural guidelines for implementing changes.
- May represent the City Manager or Department Director on assigned projects to
  address and resolve public and intergovernmental issues.
- Coordinates with developers, residents, service providers, outside agencies and
  others; interprets and explains City policies, procedures, rules and regulations;
  coordinates plans with regional agencies; assures effective communication of issues,
  and compliance with state and Federal policy and regulations.
- Supports the relationship between the City of Rosemead and the constituent
  population by providing excellent customer service; promotes the City goals and
  priorities in compliance with all policies and procedures; maintains absolute
  confidentiality of work-related issues, client records and City information; performs
  related duties as required or assigned.

MINIMUM QUALIFICATIONS:
Education and Experience:
Bachelor's Degree in Business or Public Administration; AND two years experience in
progressively responsible administrative analysis and research, policy development, fiscal
administration and budget and/or management; OR an equivalent combination of
education and experience.

https://agency.governmentjobs.com/cityofrosemead/default.cfm?action=jobbulletin&JobID=2388865
Required Licenses or Certifications:

- Must possess or have the ability to obtain an appropriate California Driver’s License and a satisfactory driving record.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Federal, State and local laws, rules and regulations affecting all areas of public sector programs, including any existing performance standards and procedures related to project assignment.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, grant programs and contract management.
- Current political and economic trends in state and federal government.
- Grant-funded project management principles, reporting systems and documentation standards.
- Record keeping and file maintenance principles and procedures.

Required Skill in:

- Interpreting and applying relevant statutes, ordinances, codes, regulations and grant program standards.
- Interpreting program regulations and documents relative to project assignment.
- Understanding and applying grant program standards, and applicable rules and regulations.
- Gathering and analyzing complex technical data, and interpreting regulations governing all types of public sector programs, processes and other grant-funded programs.
- Reviewing, updating and maintaining files, reports and documentation for various types of programs.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is generally performed in a standard office environment, with occasional inspections at job sites. May be required to travel to various sites, locations and/or events.
- Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours.

IMPORTANT NOTICE:

Selection Process
Apply online at [https://www.governmentjobs.com/careers/cityofrosemead](https://www.governmentjobs.com/careers/cityofrosemead). Employment application and supplemental questions must be completed. Resumes will not be accepted in lieu of a City application. Applicant must be specific in describing qualifications for this position on application. Failure to state all pertinent information may lead to elimination from consideration. Stating “See Resume” is not an acceptable substitute for a completed application. Faxed materials or postmarks will not be accepted. Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications that best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications does not ensure continuing in the recruitment process. The selection process may include an oral interview and other testing processes designed to predict successful job performance.

Equal Opportunity Employer
The City of Rosemead is an Equal Opportunity Employer. It is the policy of the City of Rosemead to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military and veteran status.

Reasonable Accommodations
The City of Rosemead is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

Legal Right to Work in the United States
The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification or documentation.

Disaster Service Worker
City of Rosemead employees are registered as Disaster Service Workers. In the event of a
declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

**Provisions**
The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/cityofrosemeland

8838 E. Valley Blvd.
Rosemead, CA 91770
(626) 569-2164
HR@cityofrosemeland.org

Management Analyst (City Manager’s Office) Supplemental Questionnaire

* 1. You MUST attach a written work product, demonstrating your skills in researching and analyzing complex data programs and/or city Services.

Did you attach a written work product to your application?

☑ Yes
☒ No

* Required Question