



The City of Citrus Heights is seeking an advanced journey level professional to provide highly responsible, analytical staff assistance to the Administrative Services Department. The Administrative Services Department serves as an internal customer service provider of integrated services including human resources, finance, information technology and risk management.

**The Position**

The Senior Management Analyst will provide administration and technical assistance in the development and implementation of City programs, analytical staff assistance, and assist in office management functions. This position will assist in formulating program policy, goals and procedures, as well as manage complex and sensitive projects within the organization. The Senior Management Analyst may develop and contract Request for Proposals and new program elements to meet City goals and objectives. This position will assist in the preparation of the budget, make recommendations and monitor the budget relative to the assigned program area of responsibility, and ensure funds are available for future program area expenditures. The Senior Management Analyst consults with all levels of management staff on difficult, complex issues related to City administration, personnel, benefits, recruitment, labor relations, rules and regulations, finance, employee safety, workers’ compensation, risk management, and City operations.

**Ideal Candidate**

- Possesses professional analytical skills and abilities to evaluate, research, identify, and interpret technical and numerical information, as well as technical policy and procedures.
- Demonstrates the ability to understand, interpret, and apply pertinent local, state and Federal laws, City policies, and MOU’s.
- Has the ability to interpret, apply, and explain administrative and departmental policies, laws, and complex rules and procedures, both orally and in writing.
- Has the ability to simultaneously provide coordination and management on a variety of complex projects and studies and work effectively and cohesively with executive staff, various departments, and subordinates, the public and other public agencies.
- Perform a wide variety of analytical duties with minimal supervision and analyze or diagnose difficult and complex situations and appropriate resolutions.
- Effectively administer assigned programmatic responsibilities; prepare complex reports; prepare and administer a program budget; evaluate and develop, procedures and policies.
- Manage complex projects; supervise management studies; manage contracts; develop and track budgets; make public and training presentations; and manage meetings effectively.
- Focuses work effort to carry out the city’s Customer Service philosophy of actively listening, addressing customer concerns, and providing services at a level that exceeds customer expectations, both internally and externally.
- Thrives in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Identifies and generates “a better way of doing things” by viewing issues or problems as opportunities for improvement rather than as obstacles.
- Possess excellent problem solving and decision making skills.
- Treats all individuals encountered, equally and with respect, basing actions on honor and ethics.
- Ability to perform other duties as assigned.

**Minimum Qualifications**

Minimum Qualifications	Senior Management Analyst
Experience and Training	Three years of professional level experience in public administration similar to the Management Analyst II with the City of Citrus Heights.
Education	Equivalent to the completion of a Bachelor’s degree with major course work in public administration, business administration or a related field. A Master’s degree in a related field is highly desirable.
License	May need to possess a valid California driver’s license and proof of automobile liability insurance as required by the position.

**Senior Management Analyst  
(One Position Available)**

**Salary: \$86,881.22 ~ \$111,555.34 annually  
Plus Excellent Benefits**

**Closes – January 13, 2021 @ 5:00 PM**

**Tentative dates  
First interview: week of 1/18/2021**

## Benefits:

The hiring salary may be set anywhere within the salary range, based on a candidate's experience. The City offers first class benefits, including: CalPERS retirement (employee pays full member contribution), 136 hours of Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; a substantial monthly City contribution toward health insurance, and if alternative group health care coverage is demonstrated, a \$600/month cash-out may be added to salary or deferred compensation; and fully paid family dental, family vision, life, and long-term disability insurance. The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI). In addition, the Senior Management Analyst is a part of the City's management team; the position receives 80-hours of Management Leave, a \$100,000 life insurance policy, and up to a 3% City-matching 457 deferred compensation contribution.

## Application Process

To be considered for this position, you must submit a completed, official Employment Application and responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting [www.CalOpps.org](http://www.CalOpps.org). A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application by visiting [www.citrusheights.net](http://www.citrusheights.net) and downloading the application materials or you may request the materials by calling the Human Resources line at (916) 727-4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials and resume to: City of Citrus Heights/Human Resources, Attention: Senior Management Analyst Recruitment, 6360 Fountain Square Drive, Citrus Heights, CA 95621. **No postmarked, faxed or e-mailed materials will be accepted.**

## Selection Process

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City may be invited to the next step(s) of the process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in a first interview and potentially a second interview. The finalist(s) identified at the departmental interview will be subject to a thorough background and reference check process, including a Live Scan fingerprint criminal history check. The finalist must also pass a drug test conducted by a City-appointed physician and if this is successfully completed, a final offer of employment may be made.

## Method of Communication

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

## Additional Information

You may obtain additional information about this recruitment at <http://jobs.citrusheights.net>, or email [hr@citrusheights.net](mailto:hr@citrusheights.net). Contact Human Resources at (916) 727-4731 or the TTY/TDD California Relay Services at 7-1-1.

## ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

*This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.*

*It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.*