

## **ADMINISTRATIVE ANALYST I/II (Economic Development)**

### **THE CITY OF VALLEJO**

The City of Vallejo, with a population of over 120,000, is located at the confluence of the Napa River and the San Francisco Bay. Home to Six Flags Discovery Kingdom, a historical downtown, three higher-education institutions, a burgeoning craft brewing community, direct 60-minute high-speed commuter ferry service to San Francisco, and room to grow and add housing, Vallejo is the destination for the 21st Century economy.

Vallejo is at the center of the Northern California Economic Mega Region, linking the Bay Area and Northern California's talent, connectivity, transportation and recreational resources. Vallejo's deep maritime roots and a 150-year history of attracting business, investment and talented workforce have made it the nation's most diverse city. Vallejo's economy is growing at nearly twice the national average, and ranks among the top 1% metro regions in the U.S. With six federally-designated Opportunity Zones, including Mare Island's 700+ acres of mixed-use commercial space, Vallejo is the next California hub of economic growth and prosperity.

### **THE DEPARTMENT**

The Economic Development Division at the City of Vallejo works to enhance the City's economic engine of business, investment, construction, employment and growth. The Division has five goals: job creation, increasing City revenues, enhancing the City image, revitalizing neighborhoods, and retaining and expanding existing businesses and employment anchors. The Economic Development Division works directly under the City Manager, and is supported by a team of seven employees that work closely with Planning, Building, Housing and Public Works to ensure a seamless and successful experience for stakeholders who invest in the City.

### **THE POSITION**

**This recruitment is being conducted to fill one full-time Administrative Analyst I/II vacancy within the Economic Development Division. The list established by this recruitment may be used to fill future full-time, part-time, limited term, and temporary vacancies for up to one year.**

The Economic Development Division is seeking a dynamic candidate to play an important role in the operations and activities of the division. This position would be assigned to assist in project management across several program areas including development projects, public private partnerships, City assets, workforce development, marketing, economic development incentives, and community engagement.

The Administrative Analyst I/II position in the Economic Development Division uses economic development principles and practices, including business retention, expansion, and attraction; real estate development agreements and entitlements; public private partnerships; equitable development practices; and/or public financing mechanisms to perform a wide variety of responsible and complex administrative and analytical support duties, such as property research, tracking economic indicators, fund and contract administration, preparation of grant applications, supporting asset management functions, producing a variety of professional communications, data analysis, and community engagement.

Ideally, the most successful candidates will have some experience in the program areas or duties listed above (or other directly related areas); or a graduate degree that is directly related to one or more of the program areas or duties listed above.

The department may choose to fill this vacancy at either the I or II level, depending on the qualifications of the candidate pool.

### **SALARY**

**Administrative Analyst I:** \$36.58 - \$44.46 Hourly \$2,926.03 - \$3,556.61 Bi-weekly  
\$6,339.74 - \$7,705.99 Monthly \$76,076.82 - \$92,471.84 Annual

**Administrative Analyst II:** \$42.42 - \$51.56 Hourly \$3,393.30 - \$4,124.58 Bi-  
Weekly \$7,352.16 - \$8,936.60 Monthly \$88,225.93 - \$107,239.17 Annual

This is an at-will position and as such serves at the pleasure of the City Manager.

### **DISTINGUISHING CHARACTERISTICS**

#### **Administrative Analyst I**

This is the entry level class in the Administrative Analyst series. This class is distinguished from the Administrative Analyst II by the performance of more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience

#### **Administrative Analyst II**

This is the full journey level class within the Administrative Analyst series. Employees within this class are distinguished from the Administrative Analyst I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

### **SUPERVISION RECEIVED AND EXERCISED**

#### **Administrative Analyst I**

- Receives general supervision from higher level supervisory and management staff.

#### **Administrative Analyst II**

- Receives direction from higher level supervisory and management staff.
- May exercise direct supervision over clerical and technical staff.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

*-Important responsibilities and duties may include, but are not limited to, the following:*

- Oversee assigned administrative support functions including budget, purchasing, or other specialized department programs; direct the work activities of assigned clerical and technical personnel; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in work flow, procedures and use of equipment forms.

- Develop and implement operational, administrative, program, and other policies and procedures; participate in hiring assigned staff; assist in contract negotiations.
- Participate in the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls.
- Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; write reports which present and interpret data, identify alternatives, and make and justify recommendations.
- Assist in the drafting and implementation of department policies and procedures.
- Serve as a liaison with public and private organizations, community groups and other social organizations.
- Receive and respond to complaints and questions from the general public relating to assigned area of responsibility; review problems and recommend corrective actions; prepare summary reports as required.
- Participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; participate in a variety of department operations.
- Assist in the preparation of ordinances and other supporting program documents; prepare and monitor program grants and related proposals; monitor compliance with applicable contractual agreements.
- Prepare comprehensive technical records and reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.
- Maintain personnel and payroll records; process paperwork for personnel actions including new hires, terminations and promotions; coordinate recruitment process with the Human Resources Department; monitor performance evaluation dates and provide appropriate forms to staff.
- Provide training in various areas to department employees including Workers' Compensation requirements, updated rules and laws, and other areas as required.
- Maintain calendars of department activities, meetings and various events; coordinate activities with other City departments, the public and outside agencies; attend meetings as representative for assigned department.
- Perform related duties and responsibilities as required.

## **TYPICAL QUALIFICATIONS**

### **Administrative Analyst I**

#### Knowledge of:

- Basic principles and practices of budget administration.
- Basic methods of research, program analysis, and report preparation.
- English usage, spelling grammar and punctuation.
- Modern office procedures, methods and computer software and hardware.
- Basic principles and procedures of record keeping.

#### Ability to:

- Learn to interpret the policies and procedures of the assigned department.
- Learn and understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.

- Perform personnel activities with adherence to confidentiality for the assigned department.
- Perform responsible administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Prepare clear and concise reports.
- Independently prepare correspondence and memoranda.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- To meet the essential functions and physical requirements contained in the Physical Analysis of Job Assignment attached to this specification and incorporated herein by this reference.

### **Administrative Analyst II**

In addition to the qualifications stated for Administrative Analyst I:

#### Knowledge of:

- Policies and procedures of the assigned department.
- Methods of research, program analysis, and report preparation.
- Public relations techniques.
- Principles and procedures of record keeping.
- Basic principles and practices of supervision and training.

#### Ability to:

- Organize and direct the work of assigned staff.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Work independently in the absence of supervision.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- To meet the essential functions and physical requirements contained in the Physical Analysis of Job Assignment attached to this specification and incorporated herein by this reference.

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Administrative Analyst I**

##### Experience:

Some administrative and analytical experience, preferably within a local government environment, is desirable.

##### Training:

Equivalent to a Bachelors degree from an accredited college or university with major course

work in public administration, business administration or a related field.

### **Administrative Analyst II**

#### Experience:

Two years of increasingly responsible administrative and analytical experience preferably within a local government environment.

#### Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field.

### **SUPPLEMENTAL INFORMATION**

#### **The Recruitment & Selection Process**

1. Applications are due by 5:00 P.M. on Monday June 10, 2019. Applicants must submit a completed City of Vallejo online application, including all responses to the Supplemental Questionnaire (Resume/Cover Letter Optional), by the posted deadline in order to be considered.

***NOTE:** If you have problems creating a user account, obtaining your already created account information, or submitting your online application, please contact [governmentjobs.com](http://governmentjobs.com) applicant support directly at 855-524-5627. City of Vallejo HR staff are unable to assist with these issues.*

2. Applications will be screened for overall qualifications the week of June 10, 2019.
3. Applicants who are found to be the best qualified may be contacted for a preliminary phone interview. Candidates who are deemed to be the best qualified will be invited to take part in an assessment process which may consist of written, online, oral, or performance exercises. Candidates invited to the assessment process will be notified by email of the date, time, and location of the assessment.

*The City reserves the right to limit the number of candidates to those determined to be best qualified based upon all requested application materials, including training and experience, current resume, and responses to supplemental questions.*

4. Candidates who are successful in the assessment process will be placed on the Register of Eligibles (eligible list). Candidates will then be referred at the department's discretion. The Department will conduct all final interviews and make the final candidate selection for this position.

### **REASONABLE ACCOMMODATIONS**

The City of Vallejo is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, assessment or selection process may contact the Human Resources Department to request an accommodation. Please contact April Adams at (707) 648-4398 or send an email to: [april.adams@cityofvallejo.net](mailto:april.adams@cityofvallejo.net) no later than June 10 at 5:00 p.m.

### **PRIOR TO HIRE**

The selected candidate will be required to: 1) Submit to reference checks 2) Submit to and successfully pass a pre-employment background check, including fingerprint check. 3) Provide proof of legal right to work in the United States.

**Disaster Service Workers** - All City of Vallejo ("City") employees are designated Disaster Service Workers ("DSW") by state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all DSW-related training as assigned and to return to work as ordered in the event of an emergency.

**Equal Opportunity Employer (EOE)** - The City of Vallejo is an Equal Opportunity Employer. It is the policy of the City of Vallejo to provide equal employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non-job-related factors.