



# Administrative Analyst

\$1,958.58-\$2,499.64/Bi-Weekly

Apply by 3pm, Friday, October 26, 2018

## Are you...

- Interested in municipal government and public service?
- A self-starter who likes to keep busy?
- An analytical thinker and problem solver?

## Primary Responsibilities

The Administrative Analyst is a professional level class in which the incumbent is expected to independently perform a broad scope of administrative analysis and conduct research on new and current program activities in the City Manager's office. Under direction of the City Manager, performs professional administrative, analytical and technical duties; develops, implements and administers assigned program responsibilities; conducts research, analysis and preparation of budgets and reports.

## Qualifications

Experience/Education: One (1) year of experience in administrative or management analysis or program management. Possession of a Bachelor's degree in public administration, business administration or a related field.

Licenses: Valid Class C California Drivers License

## Examination Process

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Manager, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

The examination process may consist of the following parts: Application Package Review: Qualifying Only; Written Exam: Pass/ Fail; Oral Interview 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list. Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401. Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

## Key Dates

Filing Deadline: Friday, 10/26/2018

Written Exam: Tuesday, 11/08/2018

Oral Exam: TBD

City of Madera  
Human Resources  
205 W. 4th Street  
Madera, CA 93637  
(559) 661-5401

# Compensation and Benefits

---

Compensation and benefits for the Administrative Analyst position are defined in the Memorandum of Understanding between the City and the Mid Management Bargaining Unit as well as the City's Personnel Rules.

Retirement: The City participates in the CalPERS defined benefit retirement system. Classic Members: 2% at 60 formula, average three year final compensation; New Members (PEPRA): 2% at 62 formula, average three year final compensation. The City does not participate in Social Security.

Deferred Compensation: The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute.

Health Insurance: The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Blue Shield. Dental insurance is through Ameritas and vision coverage is through Superior.

Life Insurance: The City provides a \$25,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

Medicare: The City contributes an amount equal to 1.45% of the employee's salary; the employee also contributes 1.45%.

Long-Term Disability: This city paid benefit provides up to 2/3-income protection.

Bilingual Incentive: English/Spanish for qualifying individuals and positions after passing annual bilingual test.

Employee Assistance Program: The City of Madera offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

Paid Leave: The City offers paid vacation, sick and administrative leave. Additionally the City offers 11 8-hour paid holidays and 2 4-hour paid holidays.

Flex Schedule: Mid Management employees may request to work a traditional 5 day, 40 hour work week or alternatively may request to work a 9/80 pattern or 4/10 pattern subject to approval of the City Administrator.

## General Information

Applications may be obtained from the City's website [www.cityofmadera.ca.gov/apply](http://www.cityofmadera.ca.gov/apply) or by calling the City's Human Resources Department at (559) 661-5401. Original applications must be submitted to the City's Human Resources Department prior to the application deadline. Facsimiled or digitally signed applications will not be accepted.

The City of Madera is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) or AIDS Related Conditions (ARC).

Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.