

The City of
MADERA



JOIN OUR TEAM!

Are you...

Interested in municipal government and public service?

A self-starter who likes to keep busy with a variety of assignments?

An analytical thinker and problem solver?

Well written with solid communication skills?

NOW RECRUITING FOR:

Administrative Analyst

Apply by 3pm, Friday, December 6, 2019

SALARY

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

PRIMARY RESPONSIBILITIES

The City is seeking applicants for Administrative Analyst, with current vacancies in the City Manager's Office and Parks and Community Services Department. 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. Under direction, performs professional administrative, analytical and technical duties; develops, implements, and administers assigned program responsibilities; and 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. A Masters in Business Administration or a Masters in Public Administration may be substituted for the experience requirement

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, 12/06/2019

Written Exam: Thursday, 12/19/2019

Oral Exam: TBD

learn more



madera.gov/apply

COMPENSATION & BENEFITS



SALARY

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. The City's payroll is on a bi-weekly schedule, with 26 paychecks per year. The bi-weekly steps within the salary range for Administrative Analyst are shown below.

Step A	\$1,958.58
Step B	\$2,056.51
Step C	\$2,159.34
Step D	\$2,267.55
Step E	\$2,380.66
Step F	\$2,499.64

RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 2.375%

Classic Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 2.375%

New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 6.25%

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.

EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program or 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 of Madera offers a generous paid leave program, including paid holidays, sick leave, vacation, and administrative leave.

GENERAL INFORMATION

Applications may be obtained from the City's website www.madera.gov/ apply or by calling the City's Human Resources Department at (559)661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.

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.

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, though not required.

EDUCATION INCENTIVE

Mid Management employees will receive a 5% incentive for an approved Master's Degree OR 7% incentive for an approved Doctoral Degree. Incentives are calculated on base pay.

