

Now accepting applications for

# MANAGEMENT ANALYST I/II

The City of Fairfield is accepting applications for Management Analysts in multiple departments! This recruitment will close at 5:00 p.m. on Thursday, December 29, 2022. In-person panel interviews are tentatively scheduled for the third week of January 2023. Final round, in-person interviews for highly qualified candidates will be scheduled by hiring managers at a later date.



## About Fairfield

The City of Fairfield is a diverse and growing city located between San Francisco and Sacramento. Fairfield offers prime commercial real estate, room for growing businesses, and a large and talented workforce. Fairfield's central location, desirable water quality, extensive transportation networks, reasonably-priced properties, and proximity to Northern California's world-famous destinations, make it a desirable destination for both residents and businesses.



## About the Job Classification

Management Analysts perform professional administrative, analytical, and technical duties including; conducting comprehensive analyses (including financial review and budgetary analysis), coordinating municipal policies, organization, procedures, finance, and services. They may also serve as the department's policy analyst and may develop, implement, and administer assigned program responsibilities including **budget preparation and financial management**. Management Analysts must demonstrate a full understanding of all applicable policies, procedures, and work methods associated with assigned duties.



## ■ About the Hiring Departments

### **City Manager's Office - Homeless Services Division**

The Homeless Services Division seeks an individual who wants to be at the forefront of responding to the homelessness crisis in Fairfield. The Management Analyst I/II position will manage grant administration, conduct research on best practices in homeless services, and oversee program/project implementation. This is an exciting opportunity for someone who is not only passionate about solving complex social problems, but who is also interested in helping create best practices in responding to the needs of our unhoused population. The division works with the Police Department's Homeless Intervention Team (HIT), and Housing Services Department, and seeks to be at the forefront of response to homelessness in California.



### **Housing Services Department**

The Housing Services Department serves to improve, expand, and supply affordable housing. The Management Analyst I/II supports the Housing Services Department Director and staff in researching, analyzing, implementing, and monitoring programs and/or activities that promote housing. This role will specifically help manage the Community Development Block Grant Program (CDBG), support staff in coordinating and distributing affordable housing financing, write grants, help organize department policy and procedure manuals, monitor affordable housing projects, and help organize and coordinate housing and community development initiatives. The successful Management Analyst I/II will be a team player who understands the importance of good customer service, and will be dedicated to helping ensure the Housing Services Department delivers credible and useful housing initiatives to the Fairfield community.

### **Public Works - Fleet Division**

The Management Analyst I/II working in the Fleet Division will assist in the development, coordination, and monitoring of operating budgets and Vehicle Replacement Fund (VRF) budgets. Grant application, administration, and follow-up for special projects such as electrical infrastructure and battery electric vehicle procurement, will be essential. The ability to perform research, analyze, and make recommendations regarding vehicle utilization, efficiency, telematics, idle reduction technology, and total cost of ownership, are critical. The California Air Resources Board (CARB) regulations are a crucial part of the fleet regulatory environment, and it will be very important to have knowledge of and track this type of legislation.



### **Public Works - Transportation Division**

The Transportation Division oversees the operation of Fairfield's local fixed-route bus service, Fairfield and Suisun Transit (FAST). The Management Analyst I/II working in the Transportation Division will help coordinate and monitor operating and capital budgets, and will oversee FAST website, social media, and marketing activities. This role will complete Transportation Development Act (TDA) annual funding claims and National Transit Database annual financing reporting. The ability to prepare and oversee transportation funding, grants, and related reporting are important duties of this position. The successful Management Analyst I/II will regularly represent the division at City and outside agency meetings. Other duties include coordinating implementation of fare changes, coordinating implementation of Clipper 2, and assisting with completing special reports.

## ■ Minimum Qualifications

### MANAGEMENT ANALYST I

#### **Education:**

A Bachelor's degree from an accredited college or university with major course work in public administration or a closely related field is required. A Master's degree in economics, public administration, finance, business administration or information systems is preferred.

#### **Experience:**

One year of professional level administrative experience that demonstrates application of the above knowledge, skills, and abilities in either the private or public sector is required. Public sector experience is preferred.

### MANAGEMENT ANALYST II

#### **Education:**

A Bachelor's degree from an accredited college or university with major course work in public administration or a closely related field. A Master's degree in economics, public administration, finance, business administration, or information systems is preferred.

#### **Experience:**

Three years of progressively responsible professional level administrative experience that demonstrates application of the above knowledge, skills, and abilities in either the private or public sector. Public sector experience is preferred.

### REQUIRED LICENSES AND/OR CERTIFICATES:

Both classifications require possession of a valid Class C California State Driver's License at the time of hire. Possession of a valid equivalent is acceptable during the application process.



## ■ Examples of Duties

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of department or City-wide goals, objectives, policies and procedures. Analyze and recommend strategies to improve productivity, reliability, cost allocation, environmental quality, and safety.
- Assist with and perform department budget preparation, analysis and administration, including revenue forecasting and capital project financing. Monitor expenditures, approve invoices and purchases, and meet with department managers regarding expenditures and necessary adjustments.
- Assist in the preparation of grant applications, leases and/or bond issues. Assist in the administration of grants, insurance and risk management, investments, and nonprofit foundations.
- Gather and analyze data and make recommendations on a variety of municipal issues and problems including; administrative, fiscal, personnel, and operational areas. Conduct research and provide administrative assistance within a department. Assist in the analysis and resolution of management information system problems and needs.
- Represent the City or a department in a wide variety of meetings with local community groups, professional associations and other local entities.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.



## ■ Knowledge and Abilities

### Knowledge of:

- Principles and practices of public administration.
- Research techniques, sources and availability of information, and statistical and fiscal analysis.
- Basic methods and techniques of supervision, training, and personnel management.
- Contract negotiation and administration, and grant writing and administration.
- Methods and techniques of project and program development and administration; including budget development, administration, and evaluation.

### Ability to:

- Analyze financial, budgetary, administrative, operational, and organization problems, identify and evaluate alternatives, and make sound recommendations.
- Understand the organization and operation of the City, and of outside agencies as necessary, to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies, laws and rules, and carefully analyze situations and adopt an appropriate and effective course of action within the scope of responsibility.

Click [here](#) to learn more about the Job Classification

## ■ Compensation

Placement within the range shown below is dependent upon qualifications and experience.

**\$ 40.71 - \$54.62 (Hourly)**

**\$3,256.80 - \$4,369.60 (Biweekly)**

**\$7,056.40 - \$9,467.47 (Monthly)**

**\$84,676.80 - \$113,609.60 (Annually)**

## ■ Benefits Information

This classification is represented by the Fairfield General Management Association ("FGMA") and offers an excellent benefits package including:

- 3.0% base wage increase effective the first full pay period in July 2023
- 5.5% base wage increase effective the first full pay period in July 2024
- CalPERS pension eligibility
- Generous contributions towards medical, dental, vision, and retiree health savings plans in addition to City-paid life insurance
- 144.86 hours of personal leave annually, which is 100% cashable (in addition to generous vacation and sick leave accrual rates)
- Tuition Reimbursement up to \$4,000/year
- 10.40% City contribution to 401(a) Deferred Compensation account with 4.10% mandatory employee contribution in addition to an employee-optional 457 account
- Click [here](#) to view the complete FGMA Benefit Summary Sheet

## ■ The Selection Process

Based on the information provided in the application documents, the best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview, or any combination thereof.

### HOW TO APPLY:

Candidates must submit an online application via NeoGov/Governmentjobs.com by the listed closing date and time. If you have any difficulties submitting your online application, please call NeoGov's Applicant Support Line at (855) 524-5627. If you need a reasonable accommodation for any portion of the testing/interview process, please contact Human Resources at (707) 428-7394 at least one week prior to the application deadline or examination date.

**The City of Fairfield is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.**



Click [here](#) to apply!