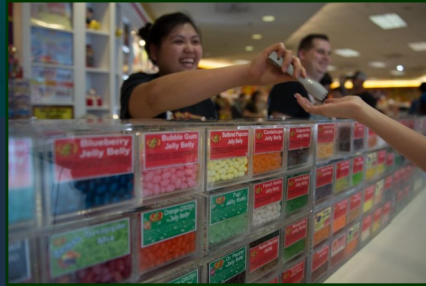


City of Fairfield

# Management Analyst Senior

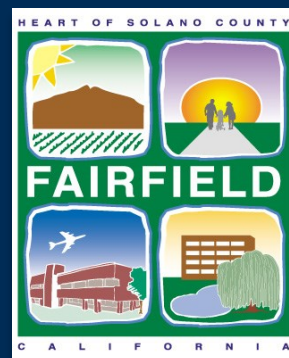


*Heart of Solano County*

## The Community

Fairfield is a vibrant community centrally located between the Napa, San Francisco Bay Area, and the Sacramento regions. Incorporated in 1903, Fairfield is a growing city of over 117,000. Despite its growth, Fairfield maintains the charm and vitality of a small, thriving community. Fairfield is the County Seat of Solano County since 1858 and occupies 37 square miles of relatively flat land in the northeast San Francisco Bay Area. Gentle breezes and temperate weather characterize Fairfield.

Activities abound in Fairfield, with numerous festivals and community activities held year-round. The summer Farmers Market, held in downtown, features fresh fruits, vegetables, and bakery items from local and regional growers. Events include parades, craft fairs, the Tomato Festival, Candy Festival, and Holiday Night of Lights. The Fairfield Center for Creative Arts hosts a broad range of entertainment. The City boasts 19 parks and recreation centers and operates two championship golf courses.



## The City

Each year, the City Council adopts key initiatives for the City to accomplish. This year's initiatives include: Community Safety, Financial and Operational Sustainability, Quality of Life, Community Infrastructure, and Economic Development. The City of Fairfield prides itself on providing services you can count on.

### *City of Fairfield Values*

*Trust – Quality – Innovation – Worth of the Individual  
– Effective Service – Future Orientation*

## Current Vacancies

The Community Development Department has one (1) current Management Analyst vacancy, which may be filled at a Management Analyst I, II, or Senior level. The Public Works Department has one (1) current Management Analyst I/II vacancy, as well as one (1) Management Analyst Senior vacancy.

## The Position

Senior Management Analysts perform professional administrative, analytical, and technical duties in the development, implementation, and administration of a variety of City programs; provide highly responsible analytical staff assistance

including performing a wide range of analysis of municipal practices and policies related to organization, procedures, finance, budget, and services; and assist in office management as required.

## The Community Development Department

The Community Development Department is responsible for planning, economic development, redevelopment, downtown revitalization, land development, building construction, and affordable housing. With a budget of \$4,403,427 and 38 employees, the Community Development Department's mission is to protect, enhance, and expand the community's physical, environmental, economic, and historic assets, and to improve and expand its supply of affordable housing. The Community Development Department is directly overseen by the Assistant City Manager.

## The Public Works Department

The Public Works Department is responsible for six functional areas, including Administration, Engineering, Public Works Operations, Utilities, Transportation, and Fleet Management. With a budget of \$48,676,612 and 187 employees, the Public Works Department's mission is to provide prompt, courteous service to the citizens of Fairfield and to design, build, maintain and operate facilities in the City of Fairfield for the maximum level of service.



## The Ideal Candidates

Dependent upon the assignment, the ideal candidate has demonstrated success in a public sector agency performing a wide range of complex analytical duties and responsibilities. Additionally, the ideal candidate will possess the following:

- Excellent written and oral communication skills, with experience presenting information to a range of stakeholders, to include elected officials
- Experience managing and providing oversight over a large public sector budget
- Superb research and analytical skills, with the ability to interpret and implement legislative or program regulation changes
- Prior supervisory experience
- The ability to work effectively and collaboratively to build and maintain working relationships

- Knowledge of Public Works and/or Community Development programs and services offered to the community
- Demonstrated project management skills with the ability to deliver projects on-time and on-budget
- Experience researching feasibility studies and developing recommendations

## Education and Experience

**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:** Five (5) years of progressively responsible professional administrative experience in public administration, or a closely related field, is required.

## Typical Duties (may include but are not limited to the following)

- Provide highly responsible analytical staff assistance including conducting difficult, specific, and comprehensive analyses of a wide range of complex municipal policies involving organization, procedures, finance, and services.
- Conduct surveys and perform complex research and statistical analyses; compile materials; write and prepare professional articles, reports, manuals, and publications.
- Develop project and program budgets; make recommendations for inclusion in the City's budget relative to assigned areas of program responsibility and related projects; analyze budget recommendations made by other staff.
- Prepare and administer complex contracts and memoranda of understanding; prepare grant applications, leases and/or bond issues; administer grants.
- Provide responsible professional administrative, analytical, and technical assistance in the development, implementation, and administration of major City programs; assist in formulating programmatic policy, goals, and procedures; and collect and compile relevant data supporting recommendations.
- Develop new program elements and program modifications, as necessary, to meet goals and objectives; monitor, coordinate and evaluate assigned program areas; maintain appropriate records and statistics.
- Monitor and respond to legislation as assigned; prepare related correspondence.
- Prepare agenda items; make presentations to the City Council and other committees as required; represent the City or a department in a wide variety of meetings with local community groups, professional associations, and other local entities as required.
- Oversee a variety of special projects and assignments, including, but not limited to planning, organizing, coordinating and directing a variety of activities, such as communication and public information programs to foster public understanding of City goals, policies, programs and services.
- Respond to the most difficult complaints and requests for information from the public and City staff, and research requested information and determine appropriate resolutions.
- Establish positive working relationships with representatives of community organizations, state/local agencies and prepare agenda items; make presentations to the City associations, City management and staff, and the public.

## Supplemental Questions

Applicant responses to the supplemental questions may be rated as part of the selection process to move forward to the next stage of the process. Therefore, applicant responses to the supplemental questions must provide enough information to demonstrate the knowledge, skills, and abilities listed in the job description. When responding to the supplemental questions, do not reply "see resume" as that may exclude you from further consideration.

1. **Describe your work experience researching, interpreting and implementing legislation or program regulation changes that impact the operations of the organization.** Include the name of your employer(s) where you gained this experience, the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).
2. **Describe your work experience researching feasibility studies and developing recommendations for implementation within an organization.** Include the name of your employer(s) where you gained this experience, the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).
3. **Describe your work experience supervising staff members, to include but not limited to staff development, performance evaluations, and disciplinary matters.** Include the name of your employer(s) where you gained this experience, the scope of your duties and responsibilities, the number and titles of staff supervised, and the dates employed (mm/yy to mm/yy).
4. **Which department are you interested in applying for, Community Development, Public Works, or Both?**

## Compensation

The salary for Management Analyst Senior is **\$8,433.53 - \$10,250.93** per month. Placement within this range is dependent upon qualifications and experience.

## Benefits

**The City also offers a generous benefits package including:**

**Retirement** – The City Participates in the California Public Employees Retirement System (CalPERS) with a 2.5% at 55 formula for Classic Employees, with an employee contribution of 11.25%. For employees covered under PEPR, the retirement formula is 2% at 62, with an employee contribution of 50% of normal cost. The City does not participate in Social Security; 1.45% of gross salary is a mandatory payroll deduction for Medicare coverage.

**Deferred Compensation** – A 401(a) Plan is available. If elected, the City contribution is 8.24% with a mandatory 4.10% employee contribution. A voluntary 457 Plan is also available.

**Health/Dental/Vision** – Eligible first day of first month after date of hire. The City provides contribution to medical, dental, and vision.

**Vacation** – 10 working days (0-3 service years); 15 working days (4-10 years); 20 working days (11 - 19 years); and 25 working days (20 or more service years).

**Personal Leave** – 144.86 hours annually (available for cash out).

**Holidays** – 13 paid holidays annually.

**Sick Leave** – The annual accrual is 12 days.

## Application and Selection Procedure

**Please note that the final application deadline and tentative panel interview date have been revised.**

To be considered for this opportunity, please submit your completed application and responses to the supplemental questions by **Monday, August 24, 2020** using this link: [Management Analyst Senior Job Posting](#). If you have any questions, please contact:

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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. Application materials will be screened in relation to the education and experience minimum requirements criteria and supplemental questions outlined in this job announcement. Those candidates who are determined to be the most highly qualified for the opportunity, as a result of a possible rated secondary screening evaluation process, will be invited to participate in the next step of the selection process which will be a panel interview. The tentative date of the panel interviews will be the week of **September 14, 2020**. Candidates deemed most qualified will be invited to participate in a hiring interview process.

