



**DUBLIN**  
CALIFORNIA

**INVITES APPLICATIONS FOR THE POSITION OF**

## **MANAGEMENT ANALYST II PUBLIC WORKS**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **SALARY**

\$8,212 – \$10,267 per month

### **JOB TYPE**

Regular, Full-Time

### **FILING DEADLINE**

Friday, March 5, 2021 at 5:00 PM

### **THE POSITION**

The City of Dublin, a dynamic and growing community, is seeking an experienced Management Analyst II responsible for providing analytical support to the Public Works Department. The Management Analyst II will provide assistance in areas such as: department and program budget management and coordination; consultant, contractor, and vendor solicitation (RFP/RFQ); contract compliance, task order and purchase order processing and tracking; Federal and State funding requirement reporting; supervision of support staff, workload analysis and staffing projections; City Council report writing and presentations; and related operations activities. The Management Analyst II will strive to identify process and systems improvements throughout the department, developing frameworks to implement such improvements and key performance indicators to demonstrate whether the improvement has created value for the organization. Most importantly, the City is looking for an enthusiastic, creative individual who enjoys varied work assignments and is effective in working with others.

### **EXAMPLES OF DUTIES**

The following key elements describe the basic duties and responsibilities of the position:

- Oversight, coordination, preparation, and review of Department operational and program budgets, with support from Department managers.
- Assists in planning and coordinating assigned projects and programs (e.g., general citywide maintenance, new development, capital improvement projects, clean water program, etc.).
- Conducts research and analysis on assigned projects, programs, and issues; identifies alternatives, formulates conclusions; and prepares and presents reports and recommendations.
- Assists in evaluating and administering contract services.
- Plans, organizes and conducts studies addressing municipal operational issues and concerns.
- Confers with City Staff, employees and others on a variety of issues in assigned program and project areas.
- Prepares and presents clear and concise written and oral reports.
- Attends on and off-site meetings during day and evening hours.
- Provides assistance to the public and others on the phone and in person.
- Performs other related duties as assigned.

## **MANAGEMENT ANALYST ROTATIONAL ASSIGNMENT PROGRAM**

The City of Dublin recently implemented a rotational assignment program for the Management Analyst classification. As a participant in the program, the Management Analyst will be placed in the Department for a two-year assignment. Following this, the Management Analyst will have the opportunity to gain experience working in another City Department. This unique professional growth and development program is designed to give the Management Analyst the opportunity to establish or hone core competencies to help them advance on to successful careers in local government. In addition, program participants may also be assigned to special projects, either within or outside of their Department, to diversify work experience and augment the participant's career growth.

### **QUALIFICATIONS**

1. **Education:** A Bachelor's degree from an accredited college or university, majoring in Public or Business Administration or in a closely related field is required. A Master's degree in Public or Business Administration or in a closely related field is preferred.
2. **Experience:** A minimum of two years of full-time professional experience in Public or Business Administration is required.
3. **Licenses, Certificates:** Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

### **Knowledge of:**

- The scope and function of municipal government.
- Principles and practices associated with public administration including personnel, budgeting and information systems.
- Research techniques, sources and availability of information, and methods of report preparation and presentation.
- Principles of effective public relations and communications with customers.
- Knowledge of local, state and federal laws, policies, regulations and resources associated with assigned program area (e.g., budget, purchasing and procurement, Public Contract Code, Federal and Department of Industrial Relations wage requirements, personnel, waste management, risk management, etc.).

### **Ability to:**

- Analyze problems, identify alternative solutions and make recommendations.
- Plan, organize and conduct projects and studies as assigned.
- Prepare and present reports and recommendations.
- Communicate effectively both in writing and verbally.
- Use a personal computer and relevant programs (e.g. Excel, Word, databases (GIS, Access or others), video conferencing programs, etc.).
- Establish and maintain a cooperative working relationship with those contacted in the course of work.
- Work independently under minimal supervision.
- Balance multiple tasks concurrently with a focus on schedules, deadlines, and budgets.

### **BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **MANAGEMENT ANALYST II** position is **\$8,212 - \$10,267** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,900 per month.
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$1,000 annual account seed money (HRA)

- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Wellness reimbursement program \$25 per month
- Civic Service Leave (Volunteer time off) – 8 hours per fiscal year
- Fourteen paid holidays (including two floating holiday) per year.
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

### **ABOUT THE DEPARTMENT**

The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation, environmental and sustainability programs. While there are 18 full time employees in the Department, Public Works services such as building, park, and street maintenance services are staffed by contractors. The Public Works Department has an annual operating budget of approximately \$17 million, which includes approximately \$10 million for contract services. Additionally, the Department manages Capital Improvement Program projects with a five-year budget of approximately \$91 million.

### **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 65,716 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

### **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

### **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability

to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

### **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

### **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “**Member Agencies**,” “**City of Dublin**,” then on “**Management Analyst II**” and “**Apply Now**.” Applications must be received by 5:00 p.m. on Friday, March 5, 2021. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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### **SUPPLEMENTAL QUESTION(S)**

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The City of Dublin has determined the need to obtain additional information on selected candidates for the City’s Management Analyst II position. In order to continue in the City’s recruitment process, you are required to complete this Supplemental Questionnaire along with your online application in [www.CalOpps.org](http://www.CalOpps.org)

If you have additional questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

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Limit your response to 250 words for each question.

1. Please describe your relevant experience and provide a specific example of your work on departmental, operational, or program budget analysis, preparation, management, and accounting.
2. Please describe the tools and approaches you use to manage multiple projects and tasks. Provide a specific example of when you adjusted your priorities to stay on schedule and met a deadline.
3. Provide a specific example of your experience managing a Request for Proposals or Request for Qualifications process, agreements, and contracts.