Josie Gonzales

San Bernardino County Supervisor for the Fifth District

Invites Applications for:

Fifth District
Board of Supervisors
Administrative Analyst

$82,160 - $105,144

Plus

Excellent Benefits

Application Process

Applications will be accepted until a sufficient number of qualified applications are received.

Applicants are encouraged to apply asap.

Apply online:
www.sbcounty.gov/hr

Contact Information
Silvia Zayas
(909) 387-5575
szayas@hr.sbcounty.gov

County of San Bernardino
Human Resources

About the Position

The **Fifth Supervisorial District** of the County of San Bernardino is seeking a qualified individual with a strong background in governmental budgeting and finance for the position of **Fifth District Board of Supervisors Administrative Analyst**.

Under general direction of the Supervisor and Chief of Staff, this position performs complex and varied administrative support work; conducts involved analytical studies, which includes budgetary and/or operational processes and programs; makes recommendations for the development, implementation, and improvement of operations, services and programs; and performs related duties as required. This position also advises the Supervisor on legislative, policy, and regional district issues and may oversee district office operations and coordinate the work of office staff.

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

- Review, analyze, and write County Board of Supervisors agenda items and reports.
- Perform detailed research, studies, and statistical analysis; prepare and present reports and recommendations based on agendas and findings related to various governmental agencies, including but not limited to, the following: *San Bernardino Associated Governments, Omnitrans, Inland Valley Development Agency, San Bernardino International Airport Authority, Board Governed County Service Areas, San Bernardino Fire Protection District, and San Bernardino County Flood Control District.*
- Research, compile, and organize information needed for reports and special projects, primarily focused on land use development and transportation policies.
- Evaluate fiscal and administrative policies; implement and coordinate new policies or revisions to existing policies and procedures.
- Consult and meet with various intergovernmental, county, and private groups and the community to relate the views and interests of the County Supervisor.
- Assist the Supervisor and Chief of Staff with review and management of the district budget; compile necessary fiscal information to support findings and recommendations.
- Assist with management of district staff, which may include fiscal control, purchasing, personnel management, and resource utilization.

The Selection Application and Process

Applications and/or resumes and responses to the supplemental questions will be accepted until a sufficient number of qualified candidates have applied and the recruitment may close at any time.

Interested candidates are encouraged to ***apply online*** *at* **www.sbcounty.gov/hr.**

Detailed resumes will also be accepted by email to ***ExecRecruit@hr.sbcounty.gov.***

Candidates who demonstrate exceptional qualifications will be referred to the appointing authority for a selection interview.

The Desired Qualifications and Experience

The desired qualifications include three (3) to five (5) years of progressively responsible professional-level administrative experience, which includes primary responsibility for performing budgetary oversight and conducting complex organizational and financial analysis of governmental programs and operations, along with a Bachelor's Degree or equivalent coursework in public or business administration, or a related field.

The ideal candidate will:

- Possess a Master's Degree from an accredited college or university in public or business administration.
- Have working knowledge of local government budget and operations, policies, and procedures.
- Have working knowledge of regional and state transportation laws, policies, and common practices.
- Have working knowledge of local government land use laws, policies, and common practices.
- Be able to understand and interpret county policies, procedures, and legislative issues.
- Have experience supervising staff and overseeing office operations.
- Possess excellent verbal and written communication skills and have the ability to work on many varied and difficult assignments.
- Have the ability to meet short-term deadlines and long-term goals.
- Be proficient with office technology.

About The Fifth Supervisorial District

Josie Gonzales proudly serves as Supervisor for San Bernardino County's Fifth District, which encompasses nearly 95 square miles and includes the city of Rialto, portions of the cities of Colton, Fontana, and San Bernardino, and the unincorporated communities of Arrowhead Farms, Bloomington, El Rancho Verde, and Muscoy. Supervisor Gonzales champions issues important to the communities she serves, including public safety, economic development, improved transportation, environmental stewardship, and ending chronic homelessness. Promoting cooperative efforts and building relationships on federal, state, and local levels are also important to her. It is her goal, as County Supervisor, to help provide the citizens of the County of San Bernardino with a better quality of life under a shared **Countywide vision** that creates a broad range of choices for its residents in how they work, live, and play.

JOIN US in bringing the Vision to the 5th District!

Fifth District Supervisor's website:
www.sbcounty.gov/bosd5

County Vision:
http://cms.sbcounty.gov/cao-vision/Home.aspx

Compensation and Benefits

Total Compensation up to $129,767*

$82,160 - $105,144 annual base salary (DOQ) plus excellent benefits.

Medical Benefits

- *Health and dental insurance provided for employee and eligible dependents*
- *Medical and dental premium subsidies to offset the cost of insurance premium - up to $1,066 monthly*
- *Employer paid vision coverage for employee and eligible dependents*
- *Eligible to participate in Flexible Spending Account with up to $87 per month County match*

Paid Time Off

- *Vacation Leave up to four (4) weeks annually*
- *Administrative Leave 80 hours annually*
- *Sick Leave 12 days annually*
- *14 Paid Holidays annually*

Miscellaneous Benefits

- *$1,000 tuition reimbursement annually*
- *Health club membership up to $324 annually*
- *Employer-paid term life insurance - $50,000*
- *Variable group universal life insurance with County contribution of 50% of one (1) time annual base salary*

Retirement Plans

- *Generous County pension (www.sbcera.org)*
- *Vested after five (5) years*
- *County contributes up to 2.75% of base salary to the Retirement Medical Trust Fund*
- *Eligible to participate in **401(k)** Defined Contribution Plan with County contribution of two (2) times employee contribution up to 8% of base salary*
- *Eligible to participate in **457(b)** Deferred Compensation Plan with County contribution of .5 times employee contribution up to .5% of base salary*
- *Reciprocity with CalPERS, CalSTRS, JRS, JRSII, and retirement systems operated under the County Employees Retirement Law of 1937 (1937 Act)*
- *No deduction for Social Security*

*Estimated total compensation includes cashable benefits.

To view the complete list of Exempt Group C Benefits offered, visit:

www.sbcounty.gov/hr/benefits_home.aspx

Issue Date: March 5, 2014
14-01067-01

EEO/ADA Compliant Employer

County of San Bernardino Human Resources
Employment Division
157 West Fifth Street, First Floor, San Bernardino , CA 92415

(909) 387 – 8304 ♦ TTY Users: 711

Apply online at www.sbcounty.gov/hr

SUPPLEMENTAL QUESTIONNAIRE

Fifth District Board of Supervisors
Administrative Analyst

Your responses to the following supplemental questions will be used to evaluate your qualifications. Your responses should be complete but concise and list the position title, employer, and dates of employment for experience referenced.

1. **Budgeting/Financial Analysis:** Describe your experience analyzing/preparing fiscal budgets, forecasting budgets or economic trends, developing fiscal procedures, monitoring purchases/expenditures, any problems or compliance issues that you encountered, and what steps you took to resolve the issues. Include nature of responsibilities, types and sizes of budgets, organizations, and associated reports prepared.

2. **Department/Project Coordination:** Describe in detail your experience managing projects and coordinating with multiple organizations (e.g., departments, agencies, groups, etc.). Include the following information: types of organizations involved, strategies utilized, steps taken to resolve obstacles/conflicts, the outcome and/or accomplishment, and anything you would have done differently.

3. **Public Relations/Political Savvy:** Describe your experience working with high-level officials, community organizations, committees, and individuals of various levels in difficult and politically sensitive situations and how you handled such situations. Be sure to provide specific examples.

4. **Organizational Analysis:** Describe your experience performing complex organizational analysis, particularly as it relates to analyzing operations, programs, and new legislation. Be sure to provide specific examples (e.g., analyzing operational problems involving policy, organizational structure, workload, facilities, contracts, expenditures, procedures, etc.).