



We invite applications for the position of:
ANALYST I/II (SOLID WASTE)

Analyst I - \$83,466 to \$98,195 Annually
Analyst II- \$92,133 to \$108,392 Annually
(Plus a comprehensive benefits package)

Why Consider The City of Mountain View?

It's simple. We are a passionate team of professionals committed to providing excellent service to the community we serve and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a job, it is an opportunity to continue a career providing essential support in a dynamic and innovative environment.

About Our Team

Here is an exciting opportunity for a highly qualified professional to join a great organization and make valuable contributions and support essential public services as an Analyst I/II in the Recycling and Zero Waste Section of the Public Works Department. We are seeking highly **motivated, analytical, and multi-tasking** individuals who can work in a **fast-paced environment** with attention to detail and accuracy. Please review the detailed job description for Analyst I/II on the City's website [here](#).

What You Bring:

Analyst I

- A bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a closely related field. OR
- Associate of arts degree and two years of full-time experience at the Administrative Aide level with the City of Mountain View.
- Possession of, or ability to obtain, a valid California Driver License.

Analyst II

- Two years of full-time analytical experience equivalent to the position of Analyst I with the City of Mountain View.
- A bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a closely related field.
- Possession of, or ability to obtain, a valid California Driver License.

Bonus Points (highly desirable)

- Prior professional analytical experience (such as collecting, processing, and presenting data) in recycling, solid waste or other public services.
- Professional experience in the development, implementation and administration of a private or public recycling and solid waste program.
- Experience developing and managing public outreach programs.
- Knowledge of and experience enforcing regulations, ordinances and laws affecting recycling and solid waste.

What You'll Do

- Assist in the development of recycling and waste reduction programs and pilots.
- Conduct and manage special projects, such as Municipal Operations Waste Reduction Plan and Disaster Debris Plan.
- Perform data collection and analysis, including monthly review of hauler and processor reports, monitoring of State disposal reports, and review of program results, effectiveness and costs.
- Write and present comprehensive, concise, and clear reports, memos, and other communications.
- Develop public outreach materials (including in conjunction with county-wide programs) and manage public messaging.
- Enforce City regulations related to solid waste management.
- Liaison for county-wide programs, to include Public Education, Household Hazardous Waste, Home Composting, and Green Business.

Who You Are

- A strategic person who enjoys doing research, problem solving, and has superior analytical and computer skills.
- A skilled and diligent professional who has confidence providing high quality analytical support.
- Have a thorough understanding of public works and services as they relate to recycling and solid waste.
- Exceptional communicator (oral and written) with strong interpersonal skills.
- A detail-oriented professional adept at juggling multiple priorities in order to meet tight deadlines, while bringing a high level of organization and accuracy to every project.
- An individual who is motivated, team oriented, collaborative, reliable and able to thrive in a fast-paced environment.

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage.
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction.
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree.
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution.
- Employee appreciation days and activities.
- Professional Development Funds - \$800.00 annually.
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.

Are You Ready? Apply.

Submit your application and resume online at www.calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309.

Deadline

Application materials will be screened on a continuous basis with a first application review date of **Tuesday, December 18, 2018**. Qualified candidates are encouraged to apply early.

Interview Process

The most appropriately qualified candidates will be invited to an oral board interview and practical exercise (written and Excel) **tentatively scheduled for Friday, January 11, 2019**. Select candidates who pass the oral board interview and practical exercise may be invited to interview with the Public Works Department staff for a more in-depth discussion regarding the position. Depending on the number of applicants this process may be altered.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

**CITY OF MOUNTAIN VIEW
ANALYST I/II
Supplemental Questionnaire**

Please answer the following questions and submit with the application. Please no more than one-half page for each question.

1. Please briefly describe your professional experience working in, or closely with, recycling and solid waste programs. If you have no experience, please write "n/a".
2. Please briefly describe your professional experience conducting research and analysis to support effective decision-making and problem solving. If you have no experience, please write "n/a".
3. Please briefly describe your professional experience with developing public education campaigns or enforcing City codes and regulations (choose either or both to describe). If you have no experience, please write "n/a".