



City of Milpitas

We invite applications for the position of:

Administrative Analyst I/II (2 Vacancies – Building and Housing, Public Works)

Annual Salary Range: Administrative Analyst I: \$76,935.04 - \$101,279.88
Administrative Analyst II: \$84,965.66 - \$111,834.32

Post Date: February 21, 2019

Close Date: March 6, 2019 by 5:00 PM

Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

The Opportunity

What You Will Do

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

- Perform a variety of responsible and technical administrative and analytical assignments.
- Conduct surveys and perform research and statistical analyses as requested; prepare summary reports.
- Interview and consult with departmental officials and employees, representatives from other organizations and groups, and the general public to give and/or secure necessary information.
- Assist in formulating program policy, goals and procedures; collect and compile relevant data supporting recommendations.
- Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.
- Analyze issues and prepare reports.



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- Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics; monitor progress and evaluate work measurement data of various City programs.
 - Develop and analyze quantitative data for management evaluation purposes.
 - Prepare and present factual and statistical data and make recommendations in written, graphic and oral form.
 - Make verbal presentations of study findings/recommendations to department and City management and commissions, as the assignment requires.
 - Provide information and interpretation regarding City rules, regulations and procedures.
 - Perform audits and analysis in areas such as: programs, contracts, and budgets.
 - Participate in special projects as assigned.
 - Input and retrieve data from computer systems.

When assigned to Building and Housing:

The Administrative Analyst will provide support to a variety of analytical, research, and administrative functions for the Building and Housing Department. This position will assist management with the department budget, contracts, and procedures. The Analyst will also assist with the development and implementation of affordable housing programs and policies. While working with the Building Safety group, the analyst will be responsible for researching, and analyzing permit activity, fees, other data, and create reports on these findings.

When assigned to Public Works:

The Administrative Analyst for Public Works will administer key programs that support the City's infrastructure and environmental utility services including the City's Water Conservation Program and the Fats, Oils, and Grease (FOG) Program. The Administrative Analyst will work independently and with regional partners to develop and deliver educational programs and resources to help Milpitas residents and businesses reduce water use and adopt water conservation as a way of life. The Administrative Analyst will also oversee the FOG Program, which is intended to protect water quality and reduce FOG related sanitary sewer overflows by working with food service establishments and providing community education. In this capacity, the Administrative Analyst will be responsible for overall program coordination and implementation, review and tracking participation and effectiveness, and developing recommendations for program improvements.



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The Administrative Analyst will also monitor grant opportunities and work with department staff to develop grant projects and applications that could result in additional programmatic resources or innovative approaches that would help to advance the department's objectives. We are seeking a creative and dynamic individual. An interest and/or background in working on environmental or utility services is desirable.

Experience and Education

Administrative Analyst I: Bachelor's degree from an accredited college or university with major coursework in public administration, political science, business administration or a closely related field.

Administrative Analyst II: In addition to the above, two years of responsible technical or administrative experience in an operating or staff agency in business or government, comparable to that of an Administrative Analyst I in the City of Milpitas.

License and Other Requirements

Possession and maintenance of a valid California Driver License may be required.

Special Requirements

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment; able to travel to various location within and outside the City of Milpitas.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, supplemental questions, and resume online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.



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The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Management and Confidential bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/UPEC-Mid-Mgmt-Confidential-Unit.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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Supplemental Questionnaire

Please answer the following questions and submit with application. Please limit responses to no more than one page for each question.

- Please select the position you would like to apply for:
 - ☐ Administrative Analyst I/II – Building and Housing Department
 - ☐ Administrative Analyst I/II – Public Works Department
 - ☐ Both
- Briefly describe your professional experience and the total number of years/months in the applicable areas related to the position you are applying for.
- Please describe your most challenging project of your professional career. What were two issues that were most difficult and describe how you addressed those challenges?



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