



City of Milpitas

We invite applications for the position of: Police Management Analyst

Annual Salary Range: \$107,099.98 – \$149,972.68

Post Date: September 5, 2019

Close Date: September 18, 2019

THE COMMUNITY

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of the Silicon Valley. With a diverse resident population of 78,106 the City of Milpitas sees each of the approximate 432 full-time equivalent employees as committed to accomplishing the community's vision by providing fiscally sound, superior services.

Milpitas has been recognized as one of the top 10 Best Cities for Science, Technology, Engineering and Mathematics (STEM) Workers, approximately 28% of the jobs are in the STEM category. According to the US Census, Milpitas was the 8th fastest growing city in the United States, and the 2nd fastest growing in California. Milpitas also boasts the 3rd highest job growth among the 515 qualifying cities by Wallet Hub. Milpitas is home to an industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 65% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

Milpitas is at the heart of Silicon Valley and is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. With existing light rail and BART extension opening in 2019, the transit hub adjacent to the Great Mall facilitated high density transit-oriented development with over 2,100 units being built. There are approximately 1,790 acres, or 2.9 square miles designated for various industrial uses.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth and senior programming and activities.

THE CITY GOVERNMENT

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government. Milpitas is a full-service city which includes Police, Fire, and a water utility and sewer utility. The Council makes planning and policy decisions for residents and oversees the City's \$253.2 million budget. Issues currently challenging the City include development, quality of life, and traffic.

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



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THE OPPORTUNITY

Under general direction and supervision, incumbent will provide a wide variety of professional, administrative and technical analysis in support of assigned department(s) within the City; performs administrative, budgetary, and statistical analysis including coordinating and conducting special studies, developing departmental procedures, methods and systems, implementing and administering projects, and administering contracts and budgets; performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a professional staff position responsible for assembling, analyzing and interpreting data and preparing correspondence and reports with recommendations to management on varied, difficult and complex issues with a certain level of expertise in the assigned area. Incumbents in this position will have considerable independence in making judgment related to their assignments and must handle situations with great sensitivity, tact and diplomacy.

SUPERVISION RECEIVED AND EXERCISED

The incumbent works under the general supervision of the City Manager, Assistant City Manager, Department Head or assigned Assistant Department Head or Division Manager. This position may supervise staff or act as a lead supervisor to those assigned to a task, program or project.

WHAT YOU WILL DO

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

- Perform management and operation reviews of organizations, both public, private and non-profit, departments, programs, functions, and systems;
- Review and analyze policies and procedures to determine efficiency and effectiveness, both financially and operationally;
- Collaboratively work with representatives of other departments or organizations in conducting studies and be able to apply comparative and best practices data to benchmark activities;
- Conduct statistical analyses and apply information technology applications, spreadsheets and databases, to analyze and evaluate data within specific subject matter areas including the Police Department and other specialized departments;
- Propose reasonable conclusions, effective solutions and potential options;
- Recommend modifications to existing policy, procedures and/or processes;
- Write complete, concise reports designed to effect improvements and/or implement solutions, including City Council Agenda Staff Reports;
- Present report contents and provides constructive feedback to departments, organizations, functions impacted by the report;



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- Investigate, research and respond to assigned complaints, issues or concerns raised by the public or employees, and propose responses and/or resolutions for review and acceptance by City Manager or senior management;
 - Perform monitoring, review and analysis of procedures, plans, processes, guidelines, and instructions to ensure compliance with departmental policies;
 - Establish, coordinate and monitor the administration of and follow-up on training opportunities, both in-house and external, contractor agreements and equipment and real property leases;
 - Serve as staff liaison, as assigned, to City Commissions and/or committees;
 - Maintain, as directed, relations with governmental jurisdictions, organizations, associations and other external groups, making personal appearances as necessary;
 - Coordinate the review and analysis of State and Federal legislation;
 - Assist in the preparation, submittal and administration of the annual department budget;
 - Organize, coordinate and supervise, as assigned, special City wide events and the City wide volunteer program;
 - Supervise or act as lead employee to staff involved in any of the assignments; and
 - Perform other work as assigned.

EXPERIENCE AND EDUCATION

Education: Bachelor's degree from an accredited university in Public Administration, Business Administration, Political Science, or other related field of study to the hiring department.

Experience: Four (4) years of progressively responsible administrative or analytical experience organizational administration, analytical experience, and/or operational support duties for a public sector agency

LICENSE AND OTHER REQUIREMENTS

Possession and maintenance of a valid California Driver's License is 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 locations within and outside the City of Milpitas.

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually, and upon leaving office.

SELECTION PROCESS



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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 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.

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/2019/07/Exhibit-A-Mid-Con-2019-2023_Final.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.