



City of Milpitas

We invite applications for the position of: Senior Administrative Analyst (Police)

Annual Salary Range: \$ 103,572.82– \$ 136,338.54

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/>



City of Milpitas

We invite applications for the position of: Senior Administrative Analyst (Police)

DEFINITION

To perform professional administrative work in a variety of program areas. To manage, coordinate and oversee assigned programs including the development and implementation of program policies and procedures, the development and administration of program budgets, the negotiation and administration of contracts, the preparation of grant proposals, and the preparation of reports and recommendations; to provide employee and/or public information and education regarding assigned programs; to provide staff support to City commissions and committees as assigned; to act as the City's representative to community advisory bodies involved with assigned program areas; to supervise assigned staff; to conduct research and prepare reports on special projects as assigned; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class of the Administrative Analyst series, and is distinguished from the Administrative Analyst by the performance of the more complex duties assigned to positions in this series. Positions assigned to this classification assume lead responsibilities within a work unit including assigning and monitoring the work of assigned staff. Special assignments and projects requiring independence in judgment and advanced technical and research capabilities are likewise assigned to positions at this level.

SUPERVISION RECEIVED AND EXERCISED

The incumbent works under the general supervision of the Department Head, 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 a variety of responsible and technical administrative and analytical assignments.
- Assist in formulating program policies, goals and procedures; collect and compile relevant data supporting recommendations.
- Develop and administer program budgets.
- Conduct surveys and perform research and statistical analyses as required; prepare related reports.
- Monitor, analyze and report on the effects of legislation and judicial actions on assigned program areas of responsibility.
- Analyzes issues and prepare reports for submission to the City Council.
- Develop and disseminate employee and /or public information regarding assigned programs.
- Develop and maintain a data tracking system to monitor the City's progress in complying with Federal, State and local laws and regulations relative to assigned programs.
- Provide staff support to assigned commissions and committees.



City of Milpitas

We invite applications for the position of: Senior Administrative Analyst (Police)

-
- Serve as the City's program representative to various business, community, and special interest groups.
 - Administer various contracts including coordination and participation in contract negotiations, rate setting, and monitoring contract compliance and performance.
 - Coordinate program activities with other City departmental programs, projects, and procedures.
 - Coordinate the implementation of assigned programs, policies, and projects.
 - Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.
 - 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 pertaining to area of responsibility.
 - Exercise direction over assigned staff.
 - Input and retrieve data from a computer system.
 - Participate in special projects as assigned.
 - Perform related duties 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: Three (3) years of increasingly responsible administrative or analytical experience in an operating or staff agency in business or government comparable to that of an Administrative Analyst II with the City of Milpitas.

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

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



City of Milpitas

We invite applications for the position of: Senior Administrative Analyst (Police)

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.