



City of Milpitas

We invite applications for the position of:

Administrative Analyst I/II (Public Works Department)

Annual Salary Range: Administrative Analyst I: \$80,781.74 - \$106,343.90
Administrative Analyst II: \$89,214.06 – \$117,426.14

Post Date: **Wednesday, October 2, 2019**

Close Date: **Wednesday, October 23, 2019, 5:00 PM**

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

The Public Works Department is seeking a highly motivated, creative, and dedicated program analyst to support the City's innovative solid waste, recycling, and stormwater management programs. This position will work closely with the City's contractor and city staff to provide high quality services to Milpitas residents and businesses, create effective and meaningful educational programs and initiatives to maximize program participation, recycling, and diversion of waste from landfills. The City of Milpitas is offering a food scraps to animal feed program. The City is seeking a creative program coordinator that will design and implement programs increase participation in the City's solid waste and zero waste programs, and educate the community and local business to encourage proper recycling and diversion. This position will also support the City's stormwater management program including developing and tracking implementation of stormwater pollution prevention efforts, pollution prevention outreach and education programs, and volunteer creek cleanup events. The Administrative Analyst will report to the Senior Administrative Analyst in Public Works and will be part of a team that will consist of a Senior Administrative Analyst, Environmental Inspector, and interns.

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.
- 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.



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- Input and retrieve data from computer systems.

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 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



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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.