

COUNTY OF GLENN



Administrative Services Analyst I/II Public Health

Deadline to Apply: Wednesday, November 12, 2025

COMPENSATION: I: \$27.78 - \$33.77 II: \$30.10 - \$36.60 per hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include:

- Glenn County Employment Application
- Transcripts and/or Certificates
- Resume
- Cover Letter

Interview Date: **Monday, November 24, 2025**

This position performs moderately difficult and complex administrative and analytical work that may involve and/or emphasize the functional areas of general and administrative support, fiscal, and contract management, program analysis and compliance, staff development and training. The incumbent will gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees, and others, to give and receive information; prepare reports and make recommendations on procedures, policies, and program/functional issues and alternatives in the Community Assessment, Planning, and Evaluation (CAPE) Team at the Glenn County Health and Human Services Agency. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate is a motivated and adaptable professional with a demonstrated interest in public health. They possess strong organizational skills, attention to detail, and a commitment to continuous learning. This individual is effective in both independent and team settings and values collaboration with colleagues, leadership, and external partners. They are well-positioned to support the CAPE Team's initiatives, including public health accreditation, emergency preparedness, and community health assessment and improvement planning.

JOB DUTIES

- Coordinates and oversees the administrative functions of the department; compiles materials; develops and prepares moderately complex reports, correspondence, manuals, publications, and other documents; obtains management review and approval as needed.
- Reviews regulatory materials to evaluate program impact; assists with the review and revision of current systems, policies and procedures.
- Plans, identifies, and analyzes program administration problems and develops solutions.
- Analyzes complex administrative systems and practices, develops and recommends modifications and enhancements; coordinates implementation of changes.

Refer to the **job description** for a full list of duties.

About Glenn County:

Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy.

MINIMUM QUALIFICATIONS

EXPERIENCE:

I - One (1) year of general administrative support experience in a professional or technical capacity;

II - Either one (1) year as an Administrative Services Analyst I in Glenn County; or three (3) years of professional analytical journey level experience in any of the functional areas required by the position: general and administrative support, fiscal and contract management, program analysis and compliance or staff development and training.

EDUCATION:

I/II: Possession of a bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, organizational development, social work, education, human resources or a closely related field.

Substitution: Additional professional level experience in any of the functional areas noted above may be substituted for the required education on a year-for-year basis up to a maximum of two years.

LICENSE:

I/II: Must possess and maintain a valid California driver's license, Class C or higher.

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications can be submitted online or in person until **5:00 PM on Wednesday, November 12, 2025**.

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

COUNTY OF GLENN JOB OPPORTUNITIES



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.