

COUNTY OF GLENN



Administrative Services Analyst II Health and Human Services Agency

Deadline to Apply: Monday, December 22, 2025

COMPENSATION: \$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: **Thursday, January 8, 2026**

As a journey-level position, incumbents use substantial independent judgement to make decisions on working issues. This position will focus on one or more specialized functional areas including general and administrative support, fiscal and contract management, program analysis and compliance, and/or staff development and training. This position is located in the Compliance and Quality Improvement Unit in the Mental Health Division of the Health and Human Services Agency, and is a full-time position working forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate is detail-oriented and skilled in managing complex behavioral health billing processes within an Electronic Health Record system, ensuring accuracy and timely resolution of issues. They are organized and dependable, coordinating required inspections and maintaining Medi-Cal and Medi-Care certifications with precision. A strong communicator and problem-solver, they work effectively with internal teams and external partners to keep operations compliant and efficient.

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.
- Provides departmental fiscal and accounting oversight by monitoring and managing contracts, grants, and other funding and expenditure sources.
- Performs moderately difficult and complex fiscal analyses and prepares recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities.
- 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:

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:

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 OR CERTIFICATE:

Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

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 Monday, December 22, 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.