



## Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

### **Management Analyst I/II\* in Budget & Analysis**

Management Analyst I Annual Pay Range: \$98,417-\$122,882

Management Analyst II Annual Pay Range: \$108,485-\$135,484

plus full benefits including CalPERS pension

\*Midpen determines hiring level depending on qualifications

**Application Deadline: June 29, 2025**

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Are you a bright, motivated, and skilled Budget professional with a passion for the outdoors and preserving open space? Midpeninsula Regional Open Space District is recruiting a highly qualified Management Analyst I/II to bring budget expertise to support Midpen's mission of open space preservation, natural resource protection, and ecologically sensitive public access. Along with providing day-to-day budget support, this position will assist Midpen with the careful expenditure and performance tracking and reporting of capital projects funded through the voter-approved \$300 million general obligation bond known as [Measure AA](#).

**About Midpen:** Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with more than 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

**About the Position:** Midpen aims to recruit and retain employees who embody professionalism, accountability, and respect, who value working in an environment focused on inclusivity, diversity, and equity. The ideal candidate has solid public sector budget and finance experience; possesses excellent judgment, curiosity, and proactive problem-solving skills; and can successfully coordinate and accomplish professional-level administrative and program work. This position requires a seasoned multi-tasker with a broad mix of skills, including a high level of proficiency with Microsoft Excel and excellent writing skills.

The Management Analyst I/II is responsible for the coordination and preparation of Midpen's annual budget, Measure AA Bond Annual Accountability Report, and year-end budget review; monitoring, reporting, researching, and estimating both current and future expenditures, variances, and budget performance; recommending financial corrective and improvement measures; tracking the annual budget; providing budget support to other departments; developing and preparing financial reports; performing professional financial/trends analysis and forecasting to understand short-term and long-term impacts of potential actions; and assisting with special projects. The successful candidate is detail-oriented and can also pivot to a broader perspective; has a proven ability to build positive and productive relationships; possesses excellent communication and interpersonal skills; and provides excellent customer service. Flexibility and the capacity to comfortably adapt to and manage change in an evolving workplace are a must. General Microsoft Office Suite proficiency is required.

The Management Analyst I under supervision, performs most of the duties required of the position but is not expected to function at the same skill level required of a level II.

Budget & Analysis Management Analyst I Annual Pay Range: \$98,417-\$122,882

The Management Analyst II is expected to perform the full range of duties as assigned, working independently and exercising a higher level of judgment and initiative. Receives occasional instruction or assistance as new or unusual situations arise.

Budget & Analysis Management Analyst II Annual Pay Range: \$108,485-\$135,484

View the full [Job Description](#) on our website.

### **A Few Reasons Why You May Love This Job**

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment and contributes to providing nature's benefits to everyone
- You'll be part of a talented and dynamic team of bright, energetic, and motivated professionals with a passion for the outdoors, trails, and preserving open space
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

**Work Environment:** This position is part of Administrative Services at Midpen's office in Los Altos, California. Midpen offers a hybrid office/telecommute work schedule for this position. This position reports to the Budget & Analysis Supervisor.

**Education and Experience:** Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Management Analyst I:** equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field and one (1) year of responsible analytical experience. Public sector experience is preferred.

**Management Analyst II:** equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration or a related field, and three (3) years of professional analytical experience. Public sector experience is preferred.

**Licenses & Certifications Required:** Possession of a valid California Driver's License.

**Benefits:** Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page on the District website for details.

**How to Apply:** Apply online at [CalOps.org](https://calops.org). **Application Deadline: June 29, 2025**  
Applicants with the most relevant experience and qualifications suitable for the position will be invited to interview.

*The following application items are required to be considered\*:*

1. Fully completed CalOps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

*\*Incomplete CalOps employment applications, or applications without the required application items listed here, will not be considered for the position.*

### **Recruitment Timeline:**

First Interview (virtual): July 10, 2025

Written Exercise (virtual): July 14, 2025

Second Interview (in person): July 15, 2025

**A note to applicants who currently live outside of the San Francisco Bay Area:** before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

Midpeninsula Regional Open Space District is an Equal Opportunity Employer  
Applicants with disabilities may request reasonable accommodation  
by contacting the Human Resources department at  
(650) 691-1200 or via email at [hr@openspace.org](mailto:hr@openspace.org).