



City of Sunnyvale

## Administrative Analyst (Labor Compliance)

<b>SALARY</b>	\$47.43 - \$60.53 Hourly	<b>LOCATION</b>	Sunnyvale, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	25-00012
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Public Works Administration
<b>OPENING DATE</b>	08/08/2025	<b>CLOSING DATE</b>	8/28/2025 5:00 PM Pacific

### Description

#### ADMINISTRATIVE ANALYST (LABOR COMPLIANCE)

Regular, Full-Time Employment Opportunity

This position opens on **August 8, 2025**, and the final filing date is **August 28, 2025, at 5:00 p.m. or after receiving 75 qualified applicants, whichever is first.**

This position is in the **Public Works Department** is for the Labor Compliance Program. This position will provide support to public funded public works projects, including auditing and reporting duties. The position will review, interpret, and apply state and federal labor codes related to possible Labor Code violations. The job involves responding to technical questions regarding prevailing wage rates, working with internal and external customers, and reviewing and processing certified payroll records.

The ideal candidate will possess strong leadership skills, the ability to work independently and collaboratively as part of a team with an emphasis on cooperation with other departments and partner agencies to achieve the City's goals and objectives.

Under direction of an assigned supervisor or manager, performs professional analytical and administrative support and analysis for an assigned department or program; conducts research and performs statistical analysis and studies; and performs related work as assigned.

#### DISTINGUISHING CHARACTERISTICS

The position of Administrative Analyst is a fully qualified journey-level professional classification. Administrative Analyst is distinguished from Management Analyst in that the Management Analyst has a higher level of managerial, budgetary and program administration responsibility.

### Essential Job Functions

*(May include, but are not limited to, the following):*

- Conducts and summarizes comprehensive analytical studies of difficult administrative, operational, financial and/or organizational issues.

- Performs statistical and other research as assigned.
- Prepares and delivers oral and written reports based on information obtained through research and analysis.
- Researches and analyzes pending and new legislation and monitors the impact to assigned department and/or program.
- Develops current understanding of administrative and policy/program issues in the assigned area of responsibility.
- Coordinates and assembles a variety of administrative/financial/statistical information for manager's review.
- Prepares and presents a variety of professional reports, documentation and correspondence in assignment area.
- Receives and responds to questions from the public, outside agencies and other City departments.
- Analyzes and initiates recommendations to improve and facilitate departmental programs, procedures and outcomes.

## **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

## **Minimum Qualifications**

### **Education and Experience:**

The minimum qualifications for education and experience can be met in the following way:

A Bachelor's degree from an accredited college or university in economics, finance, business administration, public administration or related field; AND

Two years of professional administrative and analytical experience.

### **Knowledge of:**

- Theory, principles and practices of public administration and municipal finance.
- Principles and practices of financial analysis.
- Principles and practices of analysis and research methodology.
- Pertinent local, State and Federal rules, regulations and laws.
- Sources and availability of information.
- Basic principles of program and budget development, work planning and organization.
- Office methods, procedures, software and equipment.

### **Ability to:**

- Plan, organize and perform analytical duties, ensuring that projects and reports are completed in a timely and accurate manner.
- Collect, interpret and utilize narrative and statistical data pertaining to area of responsibility.
- Analyze and understand difficult issues in an assigned area of responsibility.
- Communicate effectively, orally and in writing.
- Operate a computer using word processing and business software and other office equipment.
- Establish and maintain and promote effective working relationships with employees, other agencies and the public.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

### **Willingness to:**

Work varying hours and attend night meetings.

### **Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

## DESIRABLE QUALIFICATIONS

- A Master's degree in a related field
- Previous public sector experience

## Application and Selection Process

### APPLICATION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources by **5:00 pm on August 28, 2025 (postmarks or faxes are not accepted) or after receiving 75 qualified applications, whichever is first.**

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov) and click on Jobs. Late or incomplete applications will not be accepted.

### EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an oral examination scheduled for **Monday, September 29, 2025.** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

### SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be invited to participate in a selection interview with the department tentatively scheduled on **the week of October 7, 2025, In Person.** Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

### INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., copy of the diploma or college/university transcripts). An applicant with a college degree obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate's expense. Candidates may utilize any third-party agency for the evaluation. If you search 'education equivalency verification' or similar online, you will obtain results for agencies that provide this evaluation service. A conditional job offer cannot be made until the education has been evaluated and submitted to the Department of Human Resources.

### ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Employees Association (SEA).

The information contained within this announcement may be modified or revoked without notice and does not constitute

either an expressed or implied contract.

*The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.*

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**Employer**

City of Sunnyvale

**Address**

456 W. Olive Avenue

Sunnyvale, California, 94086

**Phone**

408-730-7490

**Website**

<https://sunnyvale.ca.gov>

## Administrative Analyst (Labor Compliance) Supplemental Questionnaire

### \*QUESTION 1

**Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

***Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.***

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:\*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- ☐ Yes
- ☐ No

#### \*QUESTION 2

Do you have a bachelor degree or higher from an accredited college or university in economics, finance, business administration, public administration or a related field?

- ☐ Yes
- ☐ No

#### \*QUESTION 3

Do you have at least two (2) years of professional administrative and analytical experience?

- ☐ Yes
- ☐ No

#### \*QUESTION 4

If you answered "yes" to the question above, please describe your administrative and analytical experience below. Please include the organization you gained your experience from and specific duties you performed. If you do not have this experience, please indicate N/A below.

#### \*QUESTION 5

Please list the software products you have used to analyze data and/or to create reports. Provide specific examples of how you have used each and what outputs you have generated using them. If you do not have this experience, please indicate N/A.

#### \*QUESTION 6

Describe your experience in following, interpreting and enforcing local, state and federal guidelines, laws and/or rules. If you do not have this experience, please enter N/A in the space below.

#### \*QUESTION 7

Describe your experience in the development and implementation of projects or programs that require significant planning and collaboration with multiple stakeholders or groups. If you do not have this experience, please enter N/A in the space below.

\* Required Question