



MOUNTAIN HOUSE MANAGEMENT ANALYST
Salary - \$36.57 - \$44.47 Hourly
\$6,339 - \$7,708 Monthly

FILING PERIOD: January 13, 2021 through February 5, 2021 at 5:00 PM

DEFINITION

Under general direction, performs varied administrative, research, financial, personnel, staff development, and other work relative to the operations of the Mountain House Community Services District (MHCS D.)

CLASS CHARACTERISTICS

An employee in this class functions independently in a variety of assignments designed to assist MHCS D management staff in the administration of one or more activities of the agency. Typical duties include:

- Researching and analyzing MHCS D policies, laws, procedures and other administrative matters relative to the organization, operations, and services. Analyzes data gathered by statistical and other techniques.
- Performing general systems, procedures, workload, workflow and other studies. Developing policies and procedures for approval of the department head and assists in the implementation of such policies and procedures.
- Gathering, organizing, and analyzing data for inclusion in the agency budget.
- Reviewing and analyzing departmental budgets and assisting in the preparation of the District's capital improvement program.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four year college or university with major course work in public or business administration, economics, social or behavioral science, or a closely related field.

Experience: Two years of administrative, financial, budget, or personnel work requiring analysis and interpretation of data.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Knowledge of: principles, practices, methods and techniques of public administration and management, including organization, budgeting and personnel administration; organizational planning and analysis, statistical analysis, research methods and report writing; principles and practices of supervision.

Ability to: Gather, organize and analyze data; present data in charts, graphs and appropriate forms; understand and interpret difficult regulations and technical information; express oneself clearly and concisely both orally and in writing; prepare comprehensive reports; establish and maintain effective working relationships with others.

Physical and Mental Requirements: **Mobility**—Constant operation of keyboards; frequent sitting for long periods of time, frequent standing and walking; occasional pushing, pulling, bending, squatting and crawling; frequent driving; **Lifting**—frequently 30 pounds or less; **Vision**—constant use of good overall vision; frequent reading/close-up work; occasional color, depth, and peripheral vision; **Dexterity**—frequent repetitive motion; frequent writing; occasional grasping; holding, reaching; **Hearing/Talking**—frequent hearing/talking in person, in large meetings and on the telephone; must be sufficient to enable taking accurate, detailed notes at meetings; **Emotional/ Psychological**—frequent decision making and constant concentration; frequent public contact and working alone; occasional working nights, weekends and traveling; **Environmental**—frequent exposure to noise.

BENEFITS:

Health Insurance: The Mountain House Community Services District provides employees with a choice of three health plans. Employees pay a portion of the cost of the premium. Dependent coverage is also available.

Dental/Vision Insurance: The Mountain House Community Services District provides coverage for employee only; dependent coverage is available at the employee's expense.

Retirement Plan: Employees of the Mountain House Community Services District are covered by the County Retirement Law of 1937. Please visit the San Joaquin County Employees' Retirement Association (SJCERA) at www.sjcera.org for more information. NOTE: If you are receiving a retirement allowance from another California county covered by the County Employees' Retirement Act of 1937 or from any governmental agency covered by the California Public Employees' Retirement System (PERS), it may be reciprocal but you are advised to contact the Retirement Officer of the Retirement Plan from which you retired to determine what effect employment in San Joaquin County would have on your retirement allowance.

Vacation: Maximum earned vacation is 80 hours each year up to 3 years; 120 hours each year after 3 years of service; 160 hours each year after 10 years of service; 184 hours each year after 20 years of service.

Holidays: 14 paid holidays per year.

Sick Leave: Approximately 96 hours annually with unlimited accumulation.

Apply by mail or email:

Mountain House Community Services District
251 East Main Street
Mountain House, CA 95391

Email to: nadamo@sjgov.org

Office hours:

Our office is currently closed to the public. Please apply by mail or email. Phone: (209)831-2300

When a final filing date is indicated, applications must be filed with the Mountain House Community Services District before **5:00 p.m.** or postmarked by the final filing date. Resumes will not be accepted in lieu of an application. **(The Mountain House Community Services District assumes no responsibility for mailed applications which are not received by the final filing date).**

Mountain House Community Services District is an Equal Employment Opportunity (EEO) Employer