



THE CITY OF HAYWARD

is recruiting for a

MANAGEMENT ANALYST I/II



DEADLINE TO APPLY

June 26, 2019 @ 5:00 PM

Candidates are encouraged to apply online at:
www.hayward-ca.gov or
www.GovernmentJobs.com.

COMPENSATION

Monthly Salary
\$7,144.80 — \$8,684.00

Plus excellent benefits package: See the Benefit Summary on the City's Human Resources webpage for more details.

THE SELECTION PROCESS

Candidates must submit a completed job application *and* a response to the Supplemental Questions. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a writing exam, practical exam and/or an oral interview.

The examination process will result in a ranked eligible register of candidates for hiring consideration by the department. The actual job offer will depend on the candidate's success in the departmental selection process.

With the Bay Area economy exploding, Hayward is fast becoming a regional nerve center for new development and building activity. Spanning from our pristine western shoreline to the attractive foothills to our east, Hayward is the picture of cultural, geographic and economic diversity. With a vigorous and growing "Advanced Industries" sector, which the Brookings Institute has identified as a primary engine of the new economy, Hayward and its 160,000 residents are building the future today. The successful candidate will occupy a unique position at the nexus of commercial, residential and industrial activity in the Bay Area.

THE POSITION

The City of Hayward is excited to announce its recruitment for the position of Management Analyst I/II. Under general supervision, this position performs administrative, budgetary, and statistical analysis including coordinating and conducting special studies, developing departmental procedures, methods and systems, implementing and administering projects, and administering contracts and budgets. The Management Analyst I/II is a Citywide classification; current vacancies exist in the Finance Department and Community Services and Housing Division in the City Manager's Office.

The **Finance Department's** ideal candidate will be comfortable presenting to peer groups and in a training setting. This position will be expected to collaborate with departments across the City and demonstrate knowledge of municipal budgeting and financial forecasting principals.

The **Community Service and Housing Division in the City Manager's Office's** ideal candidate will be comfortable working independently on high profile policies and complex financial matters. This position will be expected to collaborate with internal and external stakeholders across the City and demonstrate knowledge of grants.

DUTIES INCLUDE

- Provides responsible professional and technical support to assigned departments and Department Managers by performing a variety of administrative analyses related to program areas, projects, special studies and coordinates a variety of activities of the day-to-day departmental operations.
- Assists in the development, administration and implementation of activities related to department activities; monitors budget expenditures, researches and resolves problems, reviews reports, identifies projects, and prepares, reviews and implements task order.
- Researches, compiles, analyzes, and evaluates general statistical information regarding administrative, budgetary, and operational activities and other program areas.
- Coordinates and monitors Committee agency items for department and ensures timely submission of items.
- Prepares reports, manuals, correspondence, agendas, minutes and other related materials for projects, meetings and program area.
- Prepares and administers department contracts and agreements.

A complete job description and list of duties can be found at www.hayward-ca.gov.

ABOUT HAYWARD With over 160,000 residents, Hayward is the sixth largest city in the San Francisco Bay Area. It is centrally located 14 miles south of Oakland, 25 miles southeast of San Francisco, and 26 miles north of San Jose. This location makes the city a transportation hub with an extensive network of freeways, bus lines, two BART stations, an Amtrak station, and the Hayward Executive Airport. According to the 2010 census, Hayward is the second most ethnically-diverse community in California, which is apparent in its rich cultural events and diverse local businesses. The family-oriented community is home to Cal State East Bay, an historic downtown, and some of the best weather in the Bay Area.

KNOWLEDGE OF:

- Principles and practices of public organization and administration.
- Principles and techniques of budgetary methods and practices.
- Principles and practices of administrative and statistical analysis.

ABILITY TO:

- Communicate clearly and concisely, both orally and in writing.
- Properly interpret, apply, and explain complex laws, codes, regulations and ordinances.
- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.

A complete job description and list of knowledge, skills and ability can be found at www.hayward-ca.gov.

MINIMUM QUALIFICATIONS

Any combination of equivalent experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities are:

EXPERIENCE

One (1) year of responsible professional experience in administrative, management, budgetary or systems analysis. Public agency experience is highly desirable.

EDUCATION

Equivalent to a Bachelor's Degree from an accredited college or university with major work in business, public administration or a closely related field.

LICENSE

Possession and maintenance of a valid Class C California Driver's License.

SUPPLEMENTAL QUESTIONS

Completion of this Supplemental Questionnaire is required for your application to be considered and is an integral part of the examination process. Responses should be limited to one page per question and sufficiently detailed to assist in evaluating your qualifications for this position. Writing 'see resume' or 'N/A' is not a sufficient response.

1. Describe the type of reports, both written and analytical, that you have prepared.
2. Describe your experience in managing projects independently and cite specific examples.
3. Describe your experience managing budgets, financial reporting, and grant administration.
4. Please describe a time you implemented a new process or procedure to improve a work outcome. What techniques did you feel were most important to ensure success?
5. Describe a program you have supported and/or implemented. What was your role? Who were the stakeholders? Was the program successful? If not, what would you do differently?

A complete job description and list of supplemental questions can be found at www.hayward-ca.gov.