Apply to join the Redwood City team as a:

Management Analyst I/II

$111,288 - $133,500 Annually (Management Analyst I)
$122,412 - $146,844 Annually (Management Analyst II)

Accepting applications through March 1, 2021 at www.calopps.org

Why join the Redwood City team?
We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the core values of excellence, integrity, service and creativity. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you’re looking to grow your career as a part of a hard-working and fun Community Development team that fosters innovation, creativity and collaboration, we hope you’ll apply.

About the role:
Please review the detailed job description for the Management Analyst I/II here, which includes more information on the duties and essential knowledge, skills and abilities for this position.

What you'll do, at a glance:
- Assist the Community Development & Transportation Director (CDT) in monitoring and evaluating the department’s operational efficiencies
- Assist in the preparation, review, implementation and monitoring of various professional services contracts
- Support all four divisions, manage special projects, and act as the lead department CIP and Budget Staff Liaison
- Support the City Manager’s Office/Economic Development initiatives and programs
- Candidates with an urban planning background may also assist the CDT Planning Division on a large number of ongoing current planning projects and long-range planning initiatives
- Work in conjunction with legal counsel to ensure that contracts are in compliance with local, state, and federal laws; ensure that contracts are in compliance with agreed upon terms, fees, schedules and scope of work
- Generate and analyze data regarding cost-effectiveness and quality of services; analyze budget reports and forecasts; analyze revenue producing programs and make recommendations
- Assist in the preparation of Requests for Proposals (RFPs); assist in the evaluation of proposals and make recommendations
- Evaluate the effectiveness of technology and make recommendations that will improve operational efficiencies
- Conduct research and analysis on best practices in the fields of planning, building and engineering, and produce various written reports and recommendations
- Monitor the leases associated with existing city properties

What you'll bring to the table:
- A combination of experience, training and education that has prepared you to have the knowledge and abilities to succeed in this position. Examples of potential backgrounds include:
  - Graduation from an accredited four-year college or university with major coursework in public or business administration, or a closely related field.
  - Management Analyst I: Two to Three years of progressively responsible administrative experience; Management Analyst II: Three years of professional experience in public administration similar to a Management Analyst I.
  - Possession of, or an ability to obtain, a valid California Driver’s License

The Ideal Candidate
The ideal candidate will possess strong analytical skills and will be able to synthesize and summarize complex data; will be a highly motivated and self-directed individual able to use initiative and independent judgment; will be detail-oriented and able to manage multiple tasks; will possess strong business acumen and related technical skills; will be a team player who likes working with a variety of City staff and the public. In addition, the ideal candidate will possess general knowledge of planning,
building and engineering; and experience with budgeting, working across multiple divisions within a larger department, reviewing legal contracts and working with local businesses and community groups. Candidate will report directly to the CDT Director and have the ability to manage special projects at their direction.

Perks and Benefits:

• **Pension membership in the California Public Employees Retirement System (CalPERS)** – New members join 2% at age 62; current members join 2% at age 60. For those unfamiliar with PERS:
  o It’s the largest retirement pension system in the United States.
  o When you retire, PERS pays you a percentage of your salary for the rest of your retirement.
  o Your retirement benefit is based on your retirement age, years of service, highest salary, and other factors.
  o You don’t have to stay with one employer for your entire career in order to keep earning towards your pension. There are nearly 3000 employers in California who participate in PERS, including a majority of California public agencies, school districts, charter schools, and the State of California.

• **Health Insurance for you and your family** – Choose from a range of HMO, PPO and EPO options. The City pays 90% of the CalPERS Bay Area Kaiser Family premium rate, up to $1,775 per month in 2021.

• **Dental and Vision Insurance**

• **Employee Assistance Program** – Obtain a range of supportive services, including free counseling

• **Generous Paid Time-Off**
  o **Vacation leave** – 10 to 25 days per year, depending on years of service
  o **Sick leave** – 12 days per year
  o **Paid holidays** – 14 days per year
  o **Total paid time off** (categories above combined) – 36-51 days per year (7-10 weeks)

• **Telework and Employee Safety amidst COVID-19** – The Department is working remotely during COVID-19, and will continue to do so for the foreseeable future. If there are particular tasks that require your physical presence in the office, the Department practices safety measures to minimize exposure.

• **Flexible Work Schedules & Telework** – The Department supports flexible or alternative work schedules and partial teleworking as business needs permit, even when we’re not in a pandemic.

• **Free Fitness Center Access at City Facilities**

• **Flexible Spending Account (Section 125)** – Use pre-tax dollars to pay for health insurance premiums, dependent care, medical expenses and commuter expenses.

• **Commuter Benefits** – City matches up to $100/month on commuter expenses.

• **Free Employee Parking**

• **Downtown Office** – Bright, spacious office located in Redwood City’s vibrant downtown, with restaurants, shops and other amenities nearby.

• **City Hall within walking distance to Caltrain station** (6 minutes)

• **Education Reimbursement Program** of $2,000 annually. $2,000 may be used for courses taken as a part of a degree program. Up to $1,000 may be used for job-related professional development classes outside of a degree program. Up to $500 may be used to purchase a computer, phone, or other personal technology equipment.

• **Deferred Compensation (457)** – The City contributes 2% of your salary to a deferred compensation plan. Additionally, employees may contribute up to $19,500 per year on a pre-tax basis, or up to $26,000 if over age 50. The plan allows you to automatically save a portion of your salary and invest it. Your taxable income is reduced by the amount you save on a pre-tax basis. Your earnings are automatically reinvested, helping your money grow over time.

• **Life Insurance** – Policies available equal to one and one-half times the employee’s annual salary, at a 60/40 premium split between the City and employee respectively.

• **Long Term Disability Insurance** – The City pays the full cost of the basic rate, up to a $3,000 maximum monthly benefit. A buy-up option paid by the employee is available, for a total maximum monthly benefit of $6,000.

**Interested in joining the Redwood City team?**
Submit your application via [www.CalOpps.org](http://www.CalOpps.org) by 11:59 pm, Monday, March 1, 2021

Grow your career in public service while making an impact on the community.

**The Fine Print**

*Applications, supplemental questionnaires, and professional resumes will be reviewed on a continuous basis for completion, relevant education, experience, training and other job related qualifications. Those who best meet the qualifications and requirements for the position will be invited to participate in the selection process. Due to COVID-19, interviews will be conducted via Zoom.*

* Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including a criminal history and DMV check. * Candidates with a disability which may require special assistance in any phase of the application or selection process*
Supplemental Questions
The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. Applications without answers will not be considered complete. While there is not a strict minimum or maximum word count, we encourage you to take your time to reflect on the prompts and submit thoughtful and complete answers. As a rough guide with regard to maximum answer length, we anticipate that candidates should be able to answer both questions without going beyond a combined total of 1,000 words.

1. We want to understand your interest in and qualifications for the position of the Management Analyst I/II with the City of Redwood City. Please describe your professional experience, education, training, knowledge, skills and/or abilities that have prepared you for this position.

2. Please describe your professional experience managing multiple projects at the same time. What is the most complicated project you have managed? How did you handle the complications related to the project and what was the outcome?