



We invite applications for the position of:
Management Analyst I/II
\$8,548 - \$11,188 monthly salary
Plus, a comprehensive benefits package

About This Role

The San Mateo Consolidated Fire Department is looking for a highly motivated individual to be our Management Analyst I/II. This efficient and organized team player will be responsible for complex duties including analyzing and monitoring revenue and expenditure reports, overseeing department budget, and demonstrating supervisory skills.

What You'll Do

- Compile, analyze, and prepare updates for the department budget and assist in the development and monitoring of budget.
- Analyze cost and revenue trends in multiple funding sources; prepare a variety of fiscal, administrative and management reports, and oversee fixed asset inventory and equipment replacement program.
- Perform research and statistical analyses on administrative, fiscal, personnel, and operational problems.
- Identify, recommend, and develop department policy changes which are submitted to the Fire Chief for final review; review and analyze operating procedures to determine if opportunities exist to streamline processes or better serve our customers and make recommendations as necessary.
- Participate in the development and installation of new or revised programs, systems, procedures, and methods of operation.
- Assist with administering contracts including those relating to department projects; monitor programs for compliance with applicable regulations.
- Represent the Department in interdepartmental, community, and professional meetings as required.

For a complete list of duties, reference our job specifications at www.smcfire.org/administration.

Who You Are:

- An individual that possesses the knowledge of principles and practices of organization and public administration.
- An individual who possesses the ability to review organizational and administrative problems and recommend and implement an effective course of action.
- An individual who possesses the knowledge of basic principles, methods, and practices of municipal finance, budgeting, accounting, and personnel management.
- An individual who possesses the ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- An individual who possesses the knowledge of research techniques and methods of report preparation.
- An individual who possesses the ability to learn, interpret and apply Department policies, procedures, rules, and regulations.
- An individual who possesses the knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- An individual who shares the values of SMCFD including respect, accountability, dedication, integrity, compassion, altruism, and leadership.

What You Bring

Any combination of education, training and work experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge skills and abilities would be:

Experience:

- Management Analyst I: One year of general administrative experience, preferably in local government.
- Management Analyst II: Two years of experience performing duties comparable to those of a Management Analyst I

Training:

- Equivalent to possession of a bachelor's degree from an accredited college or university with major course

work in public administration or business administration, or a closely related field.

ADA Special Requirement:

Ability to work in a standard office environment. Ability to travel to different sites and locations.

What We Offer

Benefits will be in accordance with the MOU agreed upon by AFSCME and the San Mateo Consolidated Fire Department and include but are not limited to the following:

- CalPERS retirement: 2% at 62 based on three years final compensation
- Health benefits: Department contribution of up to 100% cost of Kaiser (CalPERS Region One) family coverage in a PERS health plan
- Dental: Department paid coverage for employee and dependents
- Vision: Department paid coverage for employee and dependents
- Employee Assistance Program: Department paid coverage for employee and dependents
- Vacation: 11-25 days of vacation leave accrual each year, depending on length of service
- Sick leave: 96 hours of sick leave accrued each year
- Executive Leave: 96 hours accrued each year (Management Analyst II only)
- Holidays: 13 official holidays per year, plus one floating holiday earned each year after one year of service
- Life Insurance: Department paid \$50,000 policy and access to voluntary supplemental coverage for employee, spouse, and dependents
- Deferred Compensation: voluntary program offered to employee
- Long Term Disability Coverage: Department paid coverage for employee
- State Disability: Department is enrolled in the plan, and cost is paid by employee

Are You Ready? Apply.

Submit an online application, résumé (required), and supplemental questionnaire at www.calopps.org or to: San Mateo Consolidated Fire Department, Human Resources Department, 2121 S. El Camino Real, Building B, Suite 100, San Mateo, CA 94403. **Recruitment will close on Wednesday, April 8, 2026 @ 5:00 p.m. or upon receipt of the first 50 applications, résumés, and supplemental questionnaires, whichever occurs first.**

Examination Process:

All applications, résumés (required), and supplemental questionnaires received will be reviewed for minimum qualifications. A resume does not take the place of a completed application, including work history. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which will consist of an oral panel interview, tentatively scheduled for April 15, 2026. Those moving on in the process will have a second interview on April 16, 2026.

An eligible list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least twelve months with the possibility of an extension for an additional 12 months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the Department and scheduled for additional department interviews.

Date Posted: Wednesday, March 25, 2026

Note: The San Mateo Consolidated Fire Department reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process.

Fine Print

Candidates with a disability who may require special assistance in any phase of the application or testing process should contact Yumi Maeda, Sr. Human Resources Analyst, at ymaeda@smcfire.org or (650) 522-7913. Do not upload any documents related to your request for accommodation in CalOpps. The policy of the San Mateo Consolidated Fire Department is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the San Mateo Consolidated Fire Department that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms, and conditions of employment. The San Mateo Consolidated Fire Department is an Equal Opportunity Employer (EOE).

**San Mateo Consolidated Fire Department
Management Analyst I/II**

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to no more than one (1) page total. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Why you are interested in the Management Analyst I/II position and how your experience makes you a strong candidate. Please include if you have experience working with a fire department.
2. What experience do you have supervising staff, including your leadership and management approach, and examples of how you handled performance management and staff development.
3. Describe any experience you have with budgeting, financial tracking, and analyzing data to support a budget or resource decision.