

# CITY OF GILROY IS HIRING

## MANAGEMENT ANALYST/ MANAGEMENT ANALYST TRAINEE

### Utilities Department

Management Analyst - \$8,223.58 – \$11,295.08 Monthly, Plus Excellent Benefits

Management Analyst Trainee - \$7,401.25 – \$10,165.58 Monthly, Plus Excellent Benefits

Opportunity to work a 9/80 work schedule with every other Friday off.

This is a **full-time, on-site position**, that actively supports department operations.

Typically, candidates start at the entry point of the salary range, however, consideration will be given to “lateral” candidates who have similar public sector work experience which warrants placement at a higher salary.

***The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion and belonging. Join our team!***

### ABOUT THE POSITION

The City of Gilroy is currently recruiting for a Management Analyst/Management Analyst Trainee position (depending on level of education/experience) for the Utilities department. In this exciting role, you will provide analytical, administrative and project-support services to ensure efficient and effective operations of our water and wastewater utility systems. If you enjoy problem solving, streamlining processes, contracts, and budget work and want to make a real impact in your community, apply today and grow with us!

The eligibility list from this recruitment may be used to fill future Management Analyst/Management Analyst Trainee vacancies throughout the City during the life of the list.

The Management Analyst Series includes both **Trainee** and **Journey-Level** positions, providing a career progression path for individuals performing professional-level analytical work. Both classifications involve significant analytical ability and require incumbents to work independently or as part of a team on a variety of budget, project, program management, administrative, and research tasks. Incumbents may rotate among different departments as needed and may be assigned to supervise full-time and part-time employees as well as volunteers. If assigned duties in support of labor negotiations and/or labor relations, the position may be designated as confidential.

The **Trainee** position is designed for individuals gaining professional-level experience while actively working toward obtaining a bachelor's degree or may be a professional with a bachelor's degree in a related field of study working to gain relevant, hands-on experience. The **Journey-Level** position requires both a degree and experience along with a higher degree of expertise, experience, independent judgment, and application of policies and procedures.



### APPLICATION DEADLINE

November 17, 2025

### ORAL BOARD INTERVIEWS

December 10, 2025

*The examination process/schedule above may be changed as needed by the City.*

*Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.*

*Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.*

### SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Responses to supplemental questions are required.
- Resume detailing relevant experience is required.
- Cover Letter that explains your interest is required.
- Copy of bachelor's degree or current transcripts documenting the completion of 60 semester units in a related field of study and current bachelor's program enrollment is required.

*Applications that do not include all required items are incomplete and will not be considered.*

Apply at



## MANAGEMENT ANALYST – TRAINEE

This is a trainee-level, exempt position with a steep learning curve, designed to provide entry-level professional experience over a **twelve to twenty-four-month period**. The incumbent applies education and related work experience while actively pursuing a bachelor's degree. In the alternative, a Trainee may hold a bachelor's degree, but does not have the experience for a journey-level role just yet. Under general and/or close supervision of an executive or department manager, the incumbent will train on and perform a variety of analytical tasks, including budget preparation, program management, and policy evaluation. As experience and education progress, the incumbent may begin to take on more complex assignments.

While in the **Trainee** capacity, the incumbent is an **at-will, probationary employee**. Upon successfully gaining the required experience or bachelor's degree, the incumbent will be evaluated for potential placement in the **Journey-Level Management Analyst** classification.

## MANAGEMENT ANALYST – JOURNEY LEVEL

This is a journey-level, exempt position in which the incumbent operates with greater independence and responsibility. The position requires both breadth and depth of knowledge in **theories, concepts, and techniques** used in budget, project, and policy analysis, along with a **thorough understanding of policies and procedures**. Under general supervision, the incumbent will perform complex analytical work, evaluate management projects, and may develop policy recommendations.

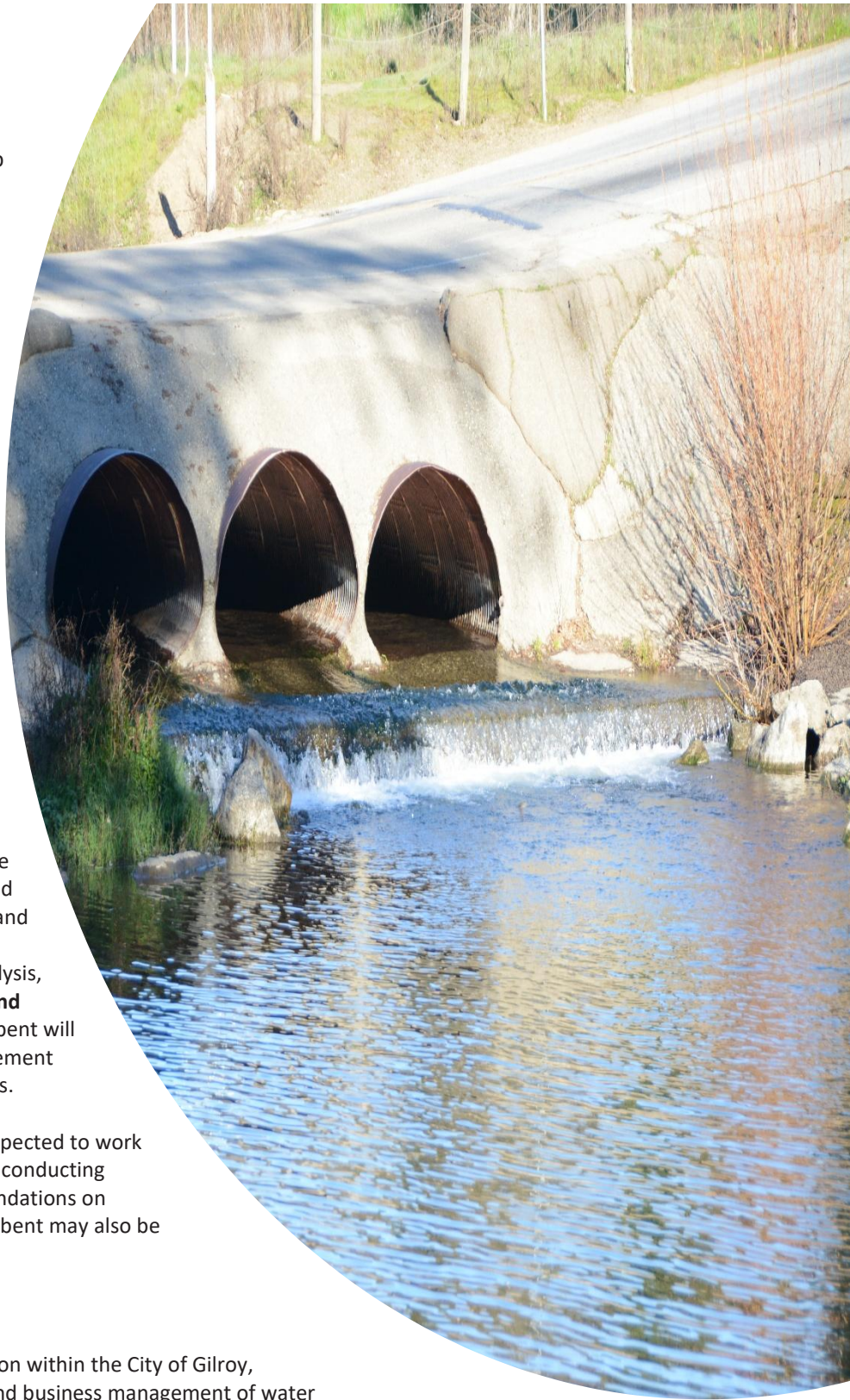
Unlike the **Trainee**, the **Journey-Level Analyst** is expected to work with **greater autonomy**, requiring less oversight in conducting research, preparing reports, and making recommendations on administrative and operational matters. The incumbent may also be assigned to supervise employees and volunteers.

## ABOUT THE TEAM

The Utilities Department is a brand-new organization within the City of Gilroy, responsible for the planning, design, operations, and business management of water and wastewater services, including oversight of the South County Regional Wastewater Authority (SCRWA). Our team is composed of professionals from engineering, operations, finance, customer service, and communications – working together to deliver reliable, sustainable, and affordable utility services to our community.

## WHY THIS IS A FANTASTIC OPPORTUNITY

When joining the Gilroy team, you will work amongst professionals who share a passion for serving the residents of Gilroy and improving the community. Our goal is to continuously promote a better quality of life for those who live, work, and visit the City of Gilroy by facilitating and delivering top of the line services. The Gilroy team values teamwork, innovation, collaboration, and offers a busy, yet supportive work environment.





## THE IDEAL CANDIDATE WILL

- Be passionate about local government and public service and a genuine desire to contribute to the betterment of our city and its residents.
- Have prior experience and knowledge in water and wastewater Utilities.
- Have a strong ability to use independent judgement and analyze and evaluate departmental objectives, programs, structure, and organize City programs.
- Conduct research, data collection and analysis to support operational, financial and strategic planning across water, wastewater and recycled water services.
- Have a proven track record of solving complex problems, evaluating alternatives, and making creative recommendations.
- Apply previous experience in contract administration, developing and negotiating contract terms, and monitoring contract compliance.
- Have excellent writing skills with a proven track record of accumulating funds for government programs and projects.
- Provide exceptional customer service with excellent follow through and communication.
- Have excellent interpersonal skills in working with a diverse group of people including the senior executive team, managers, employees, and the public.
- Be highly organized, juggle multiple tasks simultaneously, and be deadline oriented.
- Have the ability to learn and serve as a subject matter expert on the City's software systems including the ability to train other City Staff.
- Have strong presentation skills, and engage by using relatable language that is clear, concise, and easy to understand.
- Build and maintain relationships with external agencies, organizations, and stakeholders.
- Have experience with researching, writing, and processing grant applications.

## EXAMPLES OF FIRST YEAR PROJECTS

- Assist with establishing the administrative aspects of the new Utilities Department
- Analyze Utilities Capital Improvement Program (CIP) list of projects in terms of costs and key milestones dates
- Learn and become a power user for the Tyler Munis ERP system
- Create Utilities forms, templates, and workflow processes

## QUALIFICATIONS

### MANAGEMENT ANALYST – JOURNEY-LEVEL:

- Bachelor's Degree from an accredited college or university with major course work in Public Administration, Political Science, Business Administration, or a closely related field. Master's degree from an accredited college or university is highly desirable.
- Five years of progressively responsible analytical or administrative experience, two years of which is at the journey level and which includes supervisory responsibility.
- Strong experience in utilization of computers including word-processing, spreadsheet, database, presentation (PowerPoint or Prezi) and e-mail communication applications.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
- Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses and attending seminars, workshops, and individual study.
- Pass an employment background check to include a Department of Justice criminal record check.
- Prefer non-tobacco user.
- Prefer bilingual (English/Spanish).

## **MANAGEMENT ANALYST TRAINEE** (Includes qualifications listed above for Management Analyst with the following differences):

Candidates may qualify for this position in two different ways:

**1. Requirements if candidate does not yet possess a Bachelor's degree from an accredited college or university:**

- a. Completion of at least sixty (60) semester college units (or equivalent quarter units) toward a bachelor's degree from an accredited college or university with major course work in Public Administration, Political Science, Business Administration, or closely related field. In addition, must be actively attending an accredited college or university with a specific plan to attain a Bachelor's degree (in one of the degree programs noted above or a closely related field) within no more than approximately two years from date of hire in the Trainee position. Failure to complete the degree program within the designated time period will result in separation from the at-will Management Analyst Trainee position.
- b. At least three years of recent, progressively responsible analytical or administrative experience.
- c. Some type of supervisory and/or leadership responsibility preferred, but not required.

**OR**

**2. Requirements if candidate has a Bachelor's degree from an accredited college or university, but does not have the required experience to be a Management Analyst:**

- a. Possession of a Bachelor's degree from an accredited college or university with major course work in Public Administration, Political Science, Business Administration, or a closely related field of study.
- b. One year of full-time or two years of part-time work experience such as an internship, fellowship, or other similar experience that has included analytical and administrative work assignments.
- c. Some type of supervisory and/or leadership responsibility preferred, but not required.

**VIEW JOB DESCRIPTIONS HERE:**

**MANAGEMENT ANALYST and MANAGEMENT ANALYST TRAINEE**

### **MOU REPRESENTATION:**

**Gilroy Management Association (Management Analyst)  
Unrepresented (Management Analyst Trainee)**

### **BENEFITS OFFERED:**

**May vary based on position and MOU. See more at information at:  
[www.cityofgilroy.org/164/Benefit-Summaries](http://www.cityofgilroy.org/164/Benefit-Summaries)**

- Medical, dental, and vision
- Vacation leave, sick leave, holidays, personal leave, and administrative leave time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program

### **IMPORTANT INFORMATION:**

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen.

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

**Human Resources can be reached at:**

**(408) 846-0228 or  
[coghr@cityofgilroy.org](mailto:coghr@cityofgilroy.org)**

**Apply at [www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs)**