



Management Analyst I/II

City Manager's Office

Analyze Programs Advance Pacifica



The City of Pacifica is seeking a collaborative, analytical, and service-driven professional to serve as **Management Analyst I/II** in the City Manager's Office.

This is a meaningful opportunity to support high-priority initiatives, strengthen City operations, and help turn policy direction into practical, responsive service for the Pacifica community.

As a key member of the City Manager's Office, the Management Analyst will provide high-level analytical, administrative, project management, and program support across a range of complex organizational priorities. A central focus of the role will be coordinating the City's Short-Term Rental program, serving as a trusted point of contact and working closely with City departments and external partners, including Code Enforcement, Police, Public Works, the City Attorney's Office, and the City's third-party permit and tax compliance administrator. Through performance monitoring, compliance coordination, issue analysis, and thoughtful recommendations, this position will help ensure the program is effective, consistent, and aligned with City goals.

Beyond STR program oversight, the Management Analyst will help advance City Council and City Manager priorities through special projects, strategic initiatives, economic development support, process improvements, technology implementation, and cross-departmental collaboration. The role will also support citywide communications and community engagement through staff reports, presentations, City Work Plan updates, press releases, website content, social media, and public outreach.

The ideal candidate is a thoughtful problem-solver with strong analytical skills, sound judgment, excellent communication abilities, and the confidence to work across departments, with community stakeholders, and in a fast-moving public service environment. They will be able to interpret complex policies, manage competing priorities, prepare clear recommendations, and bring both precision and care to work that affects residents, businesses, visitors, and the broader community.

This is an exciting opportunity for a public service professional to contribute to meaningful citywide work, support executive leadership, improve systems, strengthen transparency, and help Pacifica deliver thoughtful, effective, and community-centered service

The Community

Located in San Mateo County just 12 miles south of San Francisco, Pacifica offers the rare combination of Bay Area access and coastal small-town character. Set between the Pacific Ocean, Sweeney Ridge, Montara Mountain, and scenic coastal bluffs, Pacifica is known for its dramatic natural beauty, six miles of coastline, beloved beaches, and expansive open space.

With a population of approximately 38,600, Pacifica is an engaged, family-oriented coastal community where residents care deeply about the city's future. The community values environmental stewardship, public safety, thoughtful service delivery, and the preservation of the natural setting that makes Pacifica unlike anywhere else in the Bay Area.

Pacifica's beaches, headlands, trails, and parks offer year-round opportunities for surfing, hiking, biking, kayaking, paddle boarding, whale watching, bird watching, golf, archery, and team sports. From Linda Mar and Rockaway Beach to Mori Point, Sweeney Ridge, and Devil's Slide Trail, the city offers an everyday connection to nature that is both restorative and energizing.

Pacifica also has a vibrant local character shaped by small businesses, coastal dining, local arts, community events, and longstanding traditions such as the Pacific Coast Fog Fest. The City's tourism economy is supported by visitors drawn to its beaches, trails, open space, restaurants, lodging, and unforgettable sunsets.

Recently ranked among California's safest suburbs in SmartAsset's 2025 study, Pacifica continues to offer a strong sense of community, natural beauty, and quality of life. For those who value meaningful public service in a place with both purpose and personality, Pacifica is a community worth discovering.

To learn more about the City of Pacifica, please visit www.cityofpacifica.org



The Organization

The City of Pacifica is a General Law City incorporated in 1957 and operates under the Council-Manager form of government. The City's legislative authority is vested in a five-member City Council elected by district to four-year overlapping terms. Each year, the City Council selects a Mayor from among its members and appoints the City Manager, City Attorney, and members of the City's advisory commissions and committees.

Pacifica is a full-service coastal city with approximately 201.75 full-time equivalent employees and a FY 2025-26 General Fund budget of approximately \$53.2 million. The City provides municipal services through seven departments: the City Manager's Office, including the City Clerk, Economic Development, and contract City Attorney; Administrative Services, including Finance, Human Resources, and Information Technology; Parks, Beaches, and Recreation; Community Development; Public Works, including Field Services, Engineering, and Wastewater; Police; and Fire services through the North County Fire Authority.

Under the leadership of City Manager Sean Charpentier, Pacifica is focused on building a high-performing, ethical, and collaborative organization rooted in transparency, accountability, innovation, and public service. The City Manager's Office plays a central role in advancing City Council priorities, strengthening organizational effectiveness, supporting employees across departments, and ensuring that City services are delivered with care, professionalism, and responsiveness to the community.

Pacifica's City Administration, Community Development, and Public Works Engineering teams are located in the newly renovated Civic Center, just two blocks from the Pacific Ocean. This unique coastal setting offers employees an inspiring workplace environment, with opportunities to step outside during the day for a walk along Beach Boulevard, a quiet moment by the waterfront, or a refreshing pause near the waves.

In Spring 2023, the City Council completed a comprehensive strategic planning process resulting in the **Pacifica Strategic Plan 2023-2030**.

The Plan guides City decision-making and establishes **five overarching goals**:

- Enhance organizational and fiscal stability.
- Improve and steward City infrastructure, streets, and facilities.
- Prioritize protection and development of affordable housing.
- Pursue climate change adaptation and mitigation.
- Broaden public communications and collaboration.

Through this long-range vision, Pacifica is working to strengthen core services, invest in infrastructure, support housing and climate resilience, improve communication, and build a more connected and sustainable future for the community.



The Opportunity



The **Management Analyst I/II** plays a key role in advancing City Manager's Office priorities, coordinating complex programs, and strengthening City operations and service delivery. In a community as engaged and dynamic as Pacifica, this position requires a thoughtful professional with strong analytical skills, sound judgment, public responsiveness, and the ability to collaborate across departments and with community partners.

This position provides professional-level analytical, administrative, project management, and program support, with primary responsibility for administering and coordinating the City's Short-Term Rental program. Serving as a central point of contact for STR-related matters, the Management Analyst will work with City departments and external partners, including Code Enforcement, Police, Public Works, the City Attorney's Office, and the City's third-party permit and tax compliance administrator, to monitor performance, coordinate compliance, analyze issues, and recommend program improvements.

Spanning program administration, research and analysis, strategic project coordination, citywide communications, community engagement, and support for City Council and City Manager priorities, this is an opportunity for a service-minded professional to improve systems, support informed decision-making, and help advance meaningful initiatives for Pacifica's residents, businesses, and stakeholders.

As Pacifica's next **Management Analyst I/II**, you will:

- Provide analytical, administrative, project management, and program support for City Manager's Office initiatives.
- Administer and coordinate the City's Short-Term Rental program, serving as a central point of contact and collaborating with City departments and compliance partners.
- Monitor STR performance, coordinate compliance efforts, analyze issues, and recommend program improvements.
- Conduct research, data analysis, surveys, studies, and operational reviews; prepare reports, presentations, findings, and recommendations.
- Support City Council and City Manager priorities through special projects, strategic initiatives, economic development support, City Work Plan updates, and cross-departmental coordination.
- Assist with process improvement and technology initiatives, including artificial intelligence tools that improve organizational efficiency and service delivery.
- Prepare staff reports, correspondence, press releases, website and social media content, outreach materials, and other public information.
- Represent the City Manager's Office in meetings with departments, agencies, community groups, boards, commissions, committees, and the public.
- Respond to citizen requests, complaints, and inquiries with professionalism, accuracy, and care.
- Support contract administration, budget monitoring, grant research, agreements, purchase requisitions, and related fiscal or administrative duties.
- Exercise independent judgment, build strong working relationships, and provide collaborative, solutions-oriented support in a dynamic public service environment.

The Ideal Candidate



The successful candidate for **Management Analyst I/II** will be a thoughtful, analytical, and service-driven public sector professional who can help advance City Manager’s Office priorities with sound judgment, clear communication, and a collaborative approach. They will bring the research, administrative, and project management skills needed to coordinate programs, evaluate operations, develop recommendations, and support initiatives that improve City services and strengthen organizational effectiveness.

This role calls for someone who can manage multiple priorities, work across departments, interpret policies and regulations, improve processes, and communicate effectively with City leadership, staff, residents, businesses, outside agencies, and external partners. A key responsibility will be administration and coordination of the City’s Short-Term Rental program, including monitoring performance, supporting compliance efforts, analyzing issues, recommending improvements, and serving as a trusted point of contact for STR-related matters.

The ideal candidate will be practical, ethical, organized, responsive, and steady under pressure, with the ability to connect careful analysis to the broader goals of the City Manager’s Office. They will understand that successful municipal analysis is not only about data, reports, and process; it is about building trust, solving problems, supporting informed decisions, engaging the community, and helping City programs operate effectively, transparently, and responsibly.



Education & Experience: Bachelor’s degree in public administration, political science, business management, or a closely related field, with professional administrative and analytical experience appropriate to the Management Analyst I or II level.



Program Administration & STR Coordination: Ability to administer and coordinate complex programs, including the City’s Short-Term Rental program, while working with City departments, Code Enforcement, Police, Public Works, the City Attorney’s Office, third-party compliance partners, residents, and stakeholders.



Research, Analysis & Recommendations: Strong ability to gather, interpret, and analyze data; conduct research, surveys, studies, and operational reviews; evaluate policies, programs, and services; and prepare clear findings and recommendations.



Project Management & Organizational Improvement: Ability to support City Council and City Manager priorities through special projects, strategic initiatives, economic development support, City Work Plan updates, process improvements, technology initiatives, and cross-departmental coordination.



Communication & Community Engagement: Excellent written and verbal communication skills, including the ability to prepare staff reports, presentations, correspondence, press releases, website content, social media communications, outreach materials, and responses to public inquiries.



Judgment, Collaboration & Public Service: A practical, ethical, solutions-oriented professional who exercises independent judgment, builds effective working relationships, maintains professionalism under pressure, and represents the City with accuracy, care, and integrity.

Compensation & Benefits

The annual salary range for the Management Analyst I/II is: **\$105,240.00 – \$134,160.00** based on qualifications and experience. In addition to salary, Pacifica offers a competitive benefits package that includes, but is not limited to:

Health Insurance: Cafeteria style benefits. Employer contribution varies (maximum \$2,438 monthly).

Health In-Lieu Payment Plan: Monthly taxable \$550 in-lieu payment available to eligible employees.

Deferred Compensation: City offers up to 2% matching contribution through FY2025-28. Choice of three providers.

Dental: City has a self-funded dental plan (Delta) that typically covers 100% paid premiums of dental expenses and \$2,000 in orthodontic benefits.

Holidays: 13 paid holidays per year (includes 2 floating holidays).

Retirement: 2.5% @ 55 CalPERS (classic); 2% @ 62 formula for New Members. Pacifica does not participate in Social Security.

Long-term Disability Insurance and Life Insurance: City provides paid long-term disability and life insurance coverage through Voya Financial, and an Employee Assistance Program through CONCERN.

Administrative Leave: 72 hours annually.

Sick Leave: 12 days accrued annually.

Vacation Leave: Employees accrue vacation leave at a rate equivalent to 15 to 27 days per year, based on years of service with a California municipality. Vacation cash outs are limited to a max of three (3) weeks of accrued vacation per fiscal year, and may be requested up to two (2) times within the fiscal year, provided the total cash out does not exceed three (3) weeks.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is: 11:59 PM PST on July 10, 2026.

To be considered for this opportunity, upload a compelling cover letter, resume, and a list of six professional references using the “Apply Now” feature at <https://www.calopps.org/city-of-pacifica>. Resumes in lieu of a completed application will not be accepted.

This is a confidential process and will be handled accordingly throughout the various stages of the process.

For additional information about this position, please contact:

<https://www.calopps.org/city-of-pacifica>

HR@pacifica.gov

650-738-7300



Recruitment booklet developed by: Sara Kracke
HR Intern, City of Pacifica

The City of Pacifica is an Equal Opportunity Employer. We are committed to a workplace that embraces diversity and inclusion. All employment decisions - including recruitment, hiring, promotion, compensation, discipline, and termination - are based on individual qualifications, merit, performance, and organizational needs. We strive to create an inclusive and respectful environment where all employees and community members feel valued and supported.