

SAN JOAQUIN COUNTY

AUDITOR-CONTROLLER'S OFFICE

Business Analyst II



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: 209-468-3370



Recruitment Announcement
0819-RB5205-01

THE POSITION

The San Joaquin County Auditor-Controller's Office is seeking an experienced analyst to join the department and provide professional analytical duties and serve as the subject matter expert for technology projects throughout the department. The incumbent will perform analytical duties for system testing, troubleshooting, monitoring and querying of system applications and will report to and receive direction from the Assistant Auditor-Controller.

THE IDEAL CANDIDATE

The ideal candidate will possess a comprehensive knowledge of general business operations regarding finance, payroll, auditing and financial reporting. The candidate will also be proficient with electronic data analysis and quantitative methods. This individual will collaborate effectively with others, and will be a self-starter who can also work independently. Prior governmental experience is desirable, but not required.

THE DEPARTMENT

The Auditor-Controller's Office is a service department that provides accounting and auditing services for the departments, special districts, and agencies throughout San Joaquin County. Specifically, the Auditor-Controller's Office has several major functions:

- Fund Accounting and Reporting, Accounts Payable Processing
- Employee Payroll and Benefit Processing and Maintenance
- Property Tax Calculations and Allocations
- Internal Audits and Cost Allocations

This Office provides service that is timely, fair and responsible. We provide information that is thorough, useful and well founded. We are responsible for serving the public, other departments, the taxpayer, the vendor and the employees in a considerate, fair and conscientious manner.



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TYPICAL DUTIES

- ♦ Leads, conducts, and participates in the collection, identification, and analysis of business cycle information, including key performance indicators; designs complex data tools and system queries; ensures the correct selection, analysis and interpretation of data and the identification of business trends.
- ♦ Provides business process subject matter expertise for, and coordination of, information technology projects; defines business process needs and serves as a liaison to information technology staff regarding the development, modification, and/or maintenance of automated systems.
- ♦ Helps monitor and maintain the quality and integrity of data stored in and/or processed through core business applications and databases; maintains data tables and references; downloads/uploads data sets; identifies opportunities for improving databases, data sets, and reports utilized by the department and recommends changes as appropriate.
- ♦ Defines and conducts best practice studies by researching other departments and/or agencies; responds to a variety of information requests from both inside and outside the department.
- ♦ Prepares and presents a variety of financial, statistical, and narrative documents, including charts, tables, and other visual data tools; prepares and answers correspondence and questionnaires; makes graphic and oral presentations to individuals and groups.
- ♦ Confers with representatives of other agencies or departments; coordinates projects; serves as liaison between departments.

***For a complete job description, please visit
the Human Resources website at
www.sjgov.org/department/hr***

MINIMUM QUALIFICATIONS

EITHER PATTERN I

Experience: Two years as a Business Analyst I in San Joaquin County service.

OR PATTERN II

Education: Graduation from an accredited four-year college or university, with a major in business analytics, computer science, mathematics, finance, business or public administration, or a closely related field.

Experience: Two years conducting professional, quantitative analyses of financial, programmatic, and/or operational business data utilizing business analytics methodologies, as well as developing and presenting process improvement recommendations.

Substitution #1: Current standing as a Certified Business Analysis Professional (CBAP) from the International Institute of Business Analysis may substitute for the above-required education.

Substitution #2: A master's degree in business analytics, computer science, mathematics, finance, business or public administration, or a closely related field may be substituted for one year of the above-required experience

AND FOR BOTH PATTERNS

Special Requirements: Depending on assignment, positions may require that some or all of the qualifying experience was obtained while working in an area or program that is directly related to departmental business operations.



Business Analyst II

COMPENSATION and BENEFITS

Approx. Annual Salary: \$69,326-\$84,282

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- 1937 Act retirement plan with reciprocity with CALPERS
- 12 days sick leave annually with unlimited accumulation
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 14 holidays per year
- 125 Flex Spending Benefits Plan

For further information regarding benefits, please access the County's benefits website at:
www.sjgov.org/departments/hr/benefits

APPLICATION AND SELECTION

Completed application package, including Employment Application and supplemental questionnaire, must be received by the final filing deadline. Resumes will not be accepted in lieu of an employment application.

FINAL FILING DATE: AUGUST 16, 2019

Please submit your application and supplemental questionnaire to:

San Joaquin County Human Resources
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370

OR online at www.sjgov.org/departments/hr

All applications will be reviewed with qualified candidates being invited to participate in an oral examination interview. Top scoring candidates will be referred to the Auditor-Controller's Office for a selection interview.



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SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. The information provided will be used in evaluating your qualifications.

Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, dates of employment, and your job title, along with specific information regarding job duties performed.**

If you have no experience to any of the following, please write or type "none."

1. Have you graduated with a Bachelor's Degree from an accredited college or university with a major in business analytics, computer science, mathematics, finance, business, or public administration, or a closely related field ?

O Yes O No
- 1a. If you answered yes to the previous question, please provide the following information: the name of the college/university you attended and the major you earned your degree.
2. Describe your two years of experience conducting professional, quantitative analyses of financial, programmatic, and/or operational business data utilizing business analytics methodologies, as well as developing and presenting process improvement recommendations
3. Please describe your work experience in finance, payroll, auditing and/or financial reporting.

S1. **SUBSTITUTION PATTERN #1**

Do you possess current standing as a Certified Business Analysis Professional (CBAP) from the International Institute of Business Analysis?

S2. **SUBSTITUTION PATTERN #2**

Do you possess a Master's Degree from an accredited college or university?

(Note: A Master's Degree substitutes for only one year of the required experience.)

O Yes O No

- S2a. If you answered yes, please provide the name of the college/university you attended and the major you earned your advanced degree.