

San Joaquin County
Countywide Promotional Recruitment
MANAGEMENT ANALYST III
Probation Department

For more information about the
department, go to:
sjgov.org/departments/prob



San Joaquin County
Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202



Recruitment Announcement
0120-RM0226-01

THE DEPARTMENT

Probation Department Mission Statement

The San Joaquin County Probation Department, as an integral part of the Justice System, provides safe custodial care for juveniles and upholds public safety by providing prevention, investigation and supervision services for offenders.

One of Probation's primary goals is to provide evidence-based interventions to our clients to assist them in adopting pro-social behaviors, resulting in reduced recidivism, thereby increasing public safety and reducing victimization.

San Joaquin County Probation has a shared set of values. We value excellence, importance of the individual, team concept, ethical conduct, professionalism, importance of community and a safe and healthy environment.

THE POSITION

The San Joaquin County Probation Department is seeking an experienced manager to lead and manage their Fiscal Unit. The ideal candidate will possess the experience, knowledge and skills necessary to administer the budget preparation, accounting services, grant management, billing processes, fine/fee collection services, payroll and procurement, for the department.

MINIMUM QUALIFICATIONS

Qualified applicants must be currently employed with San Joaquin County and meet promotional eligibility requirements as stated in Civil Service Rule 10, Section 3 - Eligibility for Promotional Examinations

Education: Graduation from an accredited four-year college or university with a major in public or business administration, economics, social or behavioral science, or a closely-related field.

Experience: Three years of responsible managerial, fiscal, personnel or governmental administrative and/or analytical work, one year of which must have been at a level equivalent to Management Analyst II in San Joaquin County service.

Substitution: A master's degree in public or business administration, economics, or a closely related field, from an accredited college or university, may be substituted for one year of experience.

Candidates must successfully pass a background investigation prior to employment.

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COMPENSATION PACKAGE

Annual Base Salary: \$85,530 - \$103,979

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 include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually, unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 10 or 14 paid holidays per year, depending on date of hire into unit
- ◆ 10 days administrative leave per fiscal year
- ◆ 1% employer contribution to County's Deferred Compensation Plan

For more benefit information, please access the county's benefits web site:

www.sjgov.org/departments/hr/benefits

TYPICAL DUTIES

The Management Analyst III will manage the Fiscal Unit, which includes supervision of staff. Other duties may include:

- ◆ Performs detailed studies of policies, procedures, organization, operations, services, finances and related matters.
- ◆ Advises and assists department heads and others in fiscal, organizational and procedural matters.
- ◆ Participates in the preparation, review, and administration of departmental budgets.
- ◆ Assists in preparation of capital improvement program.
- ◆ Researches and analyzes laws, policies, and other regulatory requirements and changes; develops policy statements for management approval.
- ◆ Confers with representatives of other agencies or departments; coordinates projects; serves as liaison between departments.
- ◆ Prepares reports of studies and recommendations; prepares and answers correspondence and questionnaires.

APPLICATION AND SELECTION

Completed application package must include supplemental application and resume to be submitted to the Human Resources Division before the final filing date.

Final Filing Date: February 7, 2020

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources
44 N. San Joaquin Street, Suite 330
Stockton, California 95202
Phone (209) 468-3370

OR

online at www.sjgov.org/departments/hr

All applications will be reviewed for qualifications. Qualified applicants will be invited to participate in an oral examination, with top-scoring candidates being referred to the department for the selection processes.

Candidates must successfully pass a background investigation prior to employment.



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SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application and resume to the San Joaquin County Human Resources Division. Number your responses and address each question separately. When answering the questions below related to your experience, provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These responses will be reviewed to assist in evaluating your qualifications for this position.

1. Do you possess a bachelor's degree from an accredited four-year college or university? If so, provide the name of the school, your degree and major.
2. Do you possess three years of full-time, paid, responsible managerial, fiscal, personnel or governmental administrative and/or analytical work, one year of which must have been at a level equivalent to a Management Analyst II in San Joaquin County service?
3. Describe any work experience in managing or supervising a program. List the employer, your job title, a detailed description of the program you managed, the titles of the employees you directly supervised, the number of employees you directly supervised, and their job titles.
4. Describe any work experience you have in the preparation, review and administration of budgets. List the employer, number of budgets within the organization, your role in the process, and the approximate total amount of the budget/s.
5. Describe any work experience you have in grant preparation and monitoring, performance measurement, and required reporting. List the employer and your role in the grant process.
6. Describe any work experience you have in payroll management. List the employer and your role in the payroll process.