



**COUNTY OF SANTA CLARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Management Analyst**

*An Equal Opportunity Employer*

**SALARY**

\$43.06 - \$52.35 Hourly    \$3,444.40 - \$4,188.16 Biweekly    \$7,462.87 - \$9,074.35 Monthly  
\$89,554.40 - \$108,892.16 Annually

**ISSUE DATE:** 05/07/19

**FINAL FILING DATE:** 05/21/19. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

**THE POSITION**

Under general supervision, to conduct a wide variety of administrative, analytical, and staff studies and/or projects for assigned departmental activities; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements in support of the management functions, practices and services or the implementation of program objectives.

**NOTE: Candidates who meet the employment standards will be invited to take a written examination. Written exams are tentatively scheduled for Thursday, June 20, 2019, Friday, June 21, 2019, and Saturday, June 22, 2019.**

**TYPICAL TASKS**

- Conducts systems and analytical studies on organization, procedures, budgetary requirements, human resources management and other related management functions;
- Performs cost studies, conducts surveys, and conducts feasibility studies by collecting, tabulating and analyzing a wide variety of data using appropriate statistical methods to determine trends, cycles, and underlying factors;
- Gathers data and analyzes information, and prepares reports outlining methodology, analysis recommendations related to administrative, fiscal, organizational, human resources and management issues;
- Interviews and consults with departmental officials and employees, representatives from other organizations and groups, and the general public to give and/or secure necessary information;
- Analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements;
- Conducts needs analysis, feasibility studies, and evaluations for assigned projects and programs;
- Develops, summarizes, and maintains administrative and fiscal records;
- Develops and analyzes quantitative data for management control and evaluation purposes;

- Prepares and presents a variety of budgetary, informational and statistical reports which may include recommendations in written, graphic and oral presentations;
- Makes verbal presentations of study findings/recommendations to department and County management, boards and commissions;
- Acts as departmental resource in the area of expertise;
- Negotiates and monitors contracts; ensures compliance with contract provisions; coordinates with service providers in the delivery of contract requirements;
- Prepares and participates in RFP process, writes grant proposals, reports, program documentation, policies, procedures and other written materials;
- Manages projects and develops study project plans, may conduct or assist in conducting studies requiring inter-departmental coordination; effectively recommends study parameters and determines appropriate methodology and sources of information for assigned studies/projects;
- Uses a variety of information applications and databases to collect, analyze and prepare reports;
- May train and guide lower level staff;
- May be assigned as a Disaster Service Worker, as required;
- Performs other related duties as required.

### **EMPLOYMENT STANDARDS**

Sufficient education, training and experience that demonstrates the ability to perform the above typical tasks, and possession of the following knowledge and abilities.

**Training and Experience Note:** The required knowledge and abilities are acquired through training and experience equivalent to the possession of a Bachelor's degree. Relevant analytical, administrative, lead, supervisory or management experience that includes interpreting rules and regulations, gathering data and formulating recommendations, and report writing can substitute for education on a year-for-year basis;

AND

Two (2) years of experience performing analytical, administrative, lead, supervisory or management duties, which include interpreting rules and regulations, gathering and analyzing data and formulating recommendations, and report writing.

Possession of a Master's degree may substitute for one (1) year of the required experience.

### **Special Requirements:**

- Possession of a valid California driver's license prior to appointment and the ability to qualify for and maintain a County Driver's Authorization.
- Some positions may require Live Scan screening as part of the background check process.

### **Knowledge of:**

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies and procedures;
- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex and specialized managerial problems;

- Methods of research and report preparation, writing and presentation;
- Contracts and negotiation techniques;
- Project management and reporting requirements;
- Basic local government functions and organization;
- Principles of mathematical and statistical computations;
- Effective communication and interviewing techniques at all organizational levels of the County or other public or private agencies required for gathering, evaluating, and transmitting information;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Modern office practices, methods, and computer equipment and applications related to the work.

**Ability to:**

- Formulate, gather, interpret, analyze, evaluate and present a variety of financial, informational, and statistical data;
- Analyze information and reach valid conclusions;
- Prepare and present clear and concise reports;
- Identify and define problem areas;
- Identify and evaluate concrete and abstract variables;
- Persuade, justify, and project consequences of decisions and/or recommendations;
- Plan, coordinate and initiate action necessary to implement recommendations;
- Negotiate, monitor, and review contracts for compliance;
- Represent the department on assigned committees and with outside agencies;
- Interact with personnel at all organizational levels and functions in stressful and/or confrontation type situations and establish and maintain effective communication;
- Analyze policies and procedures and make recommendations to management;
- Utilize computers and advanced computer software to analyze information;
- Make recommendations for program and procedural modifications based on financial performance, regulatory and/or legislative changes;
- Work independently performing a wide variety of analytical assignments and meet deadlines.

**VETERANS PREFERENCE INFORMATION:** Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

**THE EXAMINATION PROCESS:** The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

\*New Hires shall be subject to a pre-employment criminal background check.

**DISASTER SERVICE WORKERS:** Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

**INFORMATION ON PERS CONTRIBUTION:** For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$124,180 for 2019): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$280,000 for 2019.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing  
San Jose, CA 95110

EXAM #19-B1P-A  
MANAGEMENT ANALYST  
KC

## Management Analyst Supplemental Questionnaire

- \* 1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** for your application and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of "**see resume**" or "**see application**" will deem your application incomplete. **Please include the name of employer(s), job title(s), dates of employment and hours worked per week for questions asking about your work experience.**
- Do you understand these requirements?**

Yes  No

- \* 2. What is the highest level of education you have completed?

- High School or GED equivalent  
 College (1 to 29 semester units / 1 to 44 quarter units)  
 College (30 to 59 semester units / 45 to 89 quarter units)  
 College (60 to 89 semester units / 90 to 134 quarter units)  
 College (90 to 119 semester units / 135 to 179 quarter units)  
 College (120 or more semester units / 180 or more quarter units)  
 Associate's Degree  
 Bachelor's Degree

- Master's Degree
  - Doctoral Degree
- \* 3. How many years of analytical, administrative, lead, supervisory, or management work experience do you possess? Relevant experience includes interpreting rules and regulations, gathering data and formulating recommendations, and report writing.
- No experience
  - Less than one year
  - One to less than two years
  - Two to less than three years
  - Three to less than four years
  - Four to less than five years
  - Five to less six years
  - Six to less than seven years
  - Seven to less than eight years
  - Eight or more years
- \* 4. Describe your analytical, administrative, lead, supervisory, or management work experience. Relevant experience includes interpreting rules and regulations, gathering data and formulating recommendations, and report writing. Include employer name(s), job title(s), dates of employment, hours worked per week, and job duties performed. If none, indicate "N/A."
- \* 5. Do you possess analytical experience in any of the following competencies? Check all that apply. Be sure your application materials include supporting evidence.
- Affordable Housing
  - Agenda Review
  - Behavioral Health
  - Budgeting
  - Business Analysis
  - Business Operations
  - CalWin (Social Services Agency Program Policy)
  - Community Based Organizations
  - Contract Management
  - Criminal Justice
  - Data Analysis
  - Domestic Violence Prevention
  - Emergency Management
  - Employee Benefits
  - Energy and Sustainability
  - Environmental Health
  - Fleet Management
  - Forensic Accounting
  - Grant Management
  - Health Information Management Services
  - Health Plan Industry
  - Healthcare Process Improvement
  - Healthcare Supply Chain Management
  - Home Investment Partnerships Program (HOME)
  - Homeless Services
  - Household Hazardous Waste
  - Human Resources
  - Information Systems Administration
  - Internal Communications and Marketing
  - Law Enforcement
  - Learning Management System
  - Management Analysis

- Municipal Solid Waste Programs
- Neighborhood Safety
- Organizational Development
- Parks and Recreation
- Payroll Administration
- Policies and Procedures
- Procurement
- Program Management
- Project Management
- Public Health
- Public Safety
- Recycling and Waste Reduction
- Transportation
- Training Delivery
- Training Design
- Website Design
- None
- Other

- \* 6. Describe your analytical experience in the competency area(s) you selected in the previous question. Include name of competency area(s), name of employer(s), job title(s), dates of employment, number of hours worked per week, job duties performed, and the number and level of any staff supervised. If none, indicate "N/A."
- \* 7. Describe your experience developing, evaluating, and implementing programs, policies and/or procedures. Be detailed and specific. Include employer name(s), job title(s), dates of employment, hours worked per week, and job duties performed. If none, indicate "N/A."
- \* 8. Describe your experience gathering data and compiling reports. Include employer name(s), job title(s), dates of employment, hours worked per week, and job duties performed. If none, indicate "N/A."
- \* 9. Describe your experience interpreting federal, state or local law, and specifically how these regulations impacted your approach to carrying out the action or activity you were performing. Include employer name(s), job title(s), dates of employment, hours worked per week, and job duties performed. If none, indicate "N/A."
- \* 10. Describe your experience drafting, editing, and sequencing program support materials, training materials, and other communications. Include employer name(s), job title(s), dates of employment, hours worked per week, and job duties performed. If none, indicate "N/A."
- \* 11. Please indicate which of the following software programs you are proficient using. Indicate ONLY those programs in which you are proficient. The use of "proficient" in this question means frequent (weekly) usage of the specific software program accompanied by the ability to create, manipulate, merge, build, formulate, design, etc., within the program itself, indicating an advanced level of skill.
  - Adobe InDesign
  - ANSOS
  - AIMS

- Ariba
- BidSync
- Buzzsaw
- California Environmental Reporting System (CERS)
- CalWIN (Calworks Information Network)
- Child Support Enforcement (CSE) Computer System
- CJIC
- Clarity Human Services or other Homeless Management Information System
- Concur/CalTravel Store
- Corrective Action Tracking and Reporting System (CATR)
- CMA (Content Management Application)
- CUBS
- DocuSign
- eDisclosure Computer System
- ELPF
- Envision Connect
- Filemaker Pro
- Filing of Statement of Economic Interests Form 700
- Illustrator
- Integrated Disbursement and Information System (IDIS)
- Integrated Earnings Verification System (IEVS)
- IVOS
- JIS (Jail Information System)
- KRONOS
- Lansweeper
- LMS (Learning Management System)
- Lotus Notes
- MEDS (Medi-cal Eligibility Data System)
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- MinuteTraq
- National Plan Provider Enumeration System
- NEOGOV
- Optics
- Pathway Materials Management System
- PeopleSoft
- Performance Management Database
- Photoshop
- Samaritan
- SAP (Systems Applications and Procurement)
- SBP (SAP Budget and Planning)
- ServiceLink
- SharePoint
- Statistical Analysis Software such as SPSS or Systat
- Tableau (or other visualization tools)
- TMT (Task Management Tool)
- UniCare
- Virtual Volunteer
- Volgistics
- VoluntEasy
- Volunteer Event Management (VEM)
- Volunteer Match
- Volunteer Organizer Pro
- Volunteer Organizer Spot

- Volunteer Reporter (Votsoft)
- Word Perfect
- None of the Above

\* 12. For each computer application selected above, please provide the following information. You may also add applications not listed above. 1) Name of computer application. 2) Description of how the application was used in your current and/or previous position(s). If PeopleSoft was selected, please describe your experience, including functionalities you have used and whether you have input data and/or run inquiries.

\* 13. Please complete this survey carefully. Your responses will determine whether or not you will be referred for a specific position (i.e., geographical location). Please place a mark next to the location(s) in which you would be willing to work.

- Supervisorial District 1
- Supervisorial District 2
- Supervisorial District 3
- Supervisorial District 4
- Supervisorial District 5
- Clerk of The Board
- County Executive
- Risk Management
- Controller - Treasurer Department
- Department of Tax and Collection
- Local Agency Formation Commission
- County Clerk - Recorder
- Assessor
- Procurement
- County Counsel
- Employee Services Agency
- Fleet Services
- Registrar Of Voters
- Technology Services & Solutions
- Office Of Supportive Housing
- County Communications
- Dept of Child Support Services
- District Attorney
- Public Defender
- Pre-Trial Services
- Sheriff's Office
- Sheriff-Doc Contract
- Department of Correction
- Probation
- Planning & Development
- Dept of Environmental Health
- Agriculture & Environmental Mgmt
- Facilities
- Medical Examiner/Coroner
- Public Health
- Vector Control District
- Custody Health Services
- Behavioral Health Services
- Community Health Services
- Emergency Medical Services
- Social Services Agency
- Roads Department
- Airports



- County Library District
- Parks & Recreation
- Hospital System - Valley Medical Center
- Hospital System - O'Connor
- Hospital System - Saint Louse Regional
- Hospital System - De Paul Medical Center

\* Required Question



**COUNTY OF SANTA CLARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Senior Management Analyst**

*An Equal Opportunity Employer*

**SALARY**

\$47.47 - \$57.72 Hourly    \$3,797.28 - \$4,617.60 Biweekly    \$8,227.44 - \$10,004.80 Monthly  
\$98,729.28 - \$120,057.60 Annually

**ISSUE DATE:** 05/07/19

**FINAL FILING DATE:** 05/21/19. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

**THE POSITION**

Under direction, to conduct highly complex administrative, analytical, and staff studies and/or projects to assigned departmental activities; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements in support of the management functions, practices and services or the implementation of program objectives; and to serve as a consultant to top management impacting management policy and planning activities.

**NOTE: Candidates who meet the employment standards will be invited to take a written examination. Written exams are tentatively scheduled for Thursday, June 20, 2019, Friday, June 21, 2019, and Saturday, June 22, 2019.**

**TYPICAL TASKS**

- Conducts complex and diverse organization, policy, systems and analytical studies on organization, procedures, budgetary requirements, human resources management and other related management functions;
- Performs cost studies, conducts surveys, and conducts feasibility studies by collecting, tabulating and analyzing a wide variety of data using appropriate statistical methods to determine trends, cycles, and underlying factors;
- Gathers data and analyzes information, and prepares reports outlining methodology, analysis recommendations related to administrative, fiscal, organizational, human resources and management issues;
- Interviews and consults with departmental officials and employees, representatives from other organizations and groups, and the general public to give and/or secure necessary information;
- Analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements;
- Conducts needs analysis, feasibility studies, and evaluations for assigned projects and programs;
- Develops, summarizes, and maintains administrative and fiscal records;
- Develops and analyzes quantitative data for management control and evaluation purposes;
- Prepares, recommends and presents a variety of budgetary, informational and statistical reports on a broad spectrum of specialized administrative and program related problems, through written, graphic, and oral presentations
- Makes verbal presentations of study findings/recommendations to department and County management and boards and commissions as the assignment requires;
- Serves as the subject expert on a departmental or County-wide basis in the area of assignment, and is accountable for proficiency in using the tools of a highly complex

- management analysis activity;
- Negotiates and monitors contracts; ensures compliance with contract provisions; coordinates with service providers in the delivery of contract requirements;
  - Prepares and participates in RFP process, writes grant proposals, reports, program documentation, policies, procedures and other written materials;
  - Manages projects and develops study project plans, may conduct studies requiring inter-departmental coordination; effectively recommends study parameters and determines appropriate methodology and sources of information for assigned studies/projects;
  - Uses a variety of information applications and databases to collect, analyze and prepare reports;
  - May provide direct supervision to subordinate staff by directing the work activities; prioritizing and coordinating work assignments; reviewing work for accuracy; recommending improvements in workflow and procedures;
  - May participate in the selecting, training, motivating, and evaluating assigned staff; provides or coordinates staff training; works with employees to correct deficiencies;
  - May be assigned as a Disaster Service Worker, as required;
  - And performs other related duties as required.

### **EMPLOYMENT STANDARDS**

Sufficient education, training and experience that demonstrates the ability to perform the above typical tasks, and possession of the following knowledge and abilities.

**Training and Experience Note:** The required knowledge and abilities are acquired through training and experience equivalent to the possession of a Bachelor's degree. Relevant analytical, administrative, lead, supervisory or management experience that includes interpreting rules and regulations, gathering and analyzing data and formulating recommendations, and report writing can substitute for education on a year-for-year basis;

AND

Four (4) years of experience performing analytical, administrative, lead, supervisory or management duties, which include interpreting rules and regulations, gathering and analyzing data and formulating recommendations, and report writing; one year must be at the journey level.

Possession of a Master's degree can substitute for one (1) year of the required experience.

### **Special Requirements:**

- Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County Driver's Authorization.
- Some positions may require Live Scan screening as part of the background check process.

### **Knowledge of:**

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies and procedures;
- Methods of research and report preparation, writing and presentation;
- Contracts and negotiation skills;
- Project management and reporting requirements;
- Staff analysis methods, study plan preparation, statistical methods applicable to management analysis;
- Management problem solving methods;
- Basic local governmental functions and organization;
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures;
- Effective communication and interviewing techniques at all organizational levels of the County or other public or private agencies required for gathering, evaluating, and transmitting information;
- English usage, grammar, spelling, vocabulary, and punctuation;

- Modern office practices, methods, and computer equipment and applications related to the work.

### **Ability to:**

- Formulate, gather, interpret, analyze, evaluate and present a variety of financial, informational, and statistical data;
- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex and specialized managerial problems;
- Identify and define problem areas and develop and evaluate alternatives to these complex issues;
- Persuade, justify, and project consequences of decisions and/or recommendations;
- Negotiate, monitor, and review contracts for compliance;
- Prepare and present clear and concise reports;
- Supervise and train staff in work procedures;
- Consult with and advise administrators and other interested parties on a wide variety of issues in the subject matter specialization;
- Gain and maintain the confidence and cooperation of those contacted during the course of work especially in sensitive relationships with representatives of departmental and other outside groups;
- Represent management and/or act as management spokesperson in dealing with other employees, departments, boards, commissions or other outside agencies or groups;
- Deal tactfully and persuasively with others in controversial situations;
- Analyze policies and procedures and make recommendations to management;
- Utilize computers and advanced computer software to analyze information;
- Make recommendations for program and procedural modifications based on financial performance, regulatory and/or legislative changes;
- Work independently performing complex analytical assignments and meets deadlines.

**VETERANS PREFERENCE INFORMATION:** Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

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This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

\*New Hires shall be subject to a pre-employment criminal background check.

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**INFORMATION ON PERS CONTRIBUTION:** For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$124,180 for 2019): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2)

the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$280,000 for 2019.

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<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing  
San Jose, CA 95110

EXAM #19-B1N-C  
SENIOR MANAGEMENT ANALYST  
KC

## Senior Management Analyst Supplemental Questionnaire

- \* 1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** for your application and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of "**see resume**" or "**see application**" will deem your application incomplete. **Please include the name of employer(s), job title(s), dates of employment and hours worked per week for questions asking about your work experience.**  
**Do you understand these requirements?**
- Yes    No
- \* 2. What is the highest level of education you have completed?
- High School or GED equivalent  
 College (1 to 29 semester units / 1 to 44 quarter units)  
 College (30 to 59 semester units / 45 to 89 quarter units)  
 College (60 to 89 semester units / 90 to 134 quarter units)  
 College (90 to 119 semester units / 135 to 179 quarter units)  
 College (120 or more semester units / 180 or more quarter units)  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree  
 Doctoral Degree
- \* 3. How many years of analytical, administrative, lead, supervisory, or management work experience do you possess? Relevant experience includes interpreting rules and regulations, gathering and analyzing data and formulating recommendations, and report writing.
- No experience  
 Less than one year  
 One to less than two years  
 Two to less than three years  
 Three to less than four years  
 Four to less than five years  
 Five to less than six years  
 Six to less than seven years  
 Seven to less than eight years  
 Eight years or more
- \* 4. Describe your analytical, administrative, lead, supervisory, or management work experience. Relevant experience includes interpreting rules and regulations, gathering and analyzing data and formulating recommendations, and report writing. Include employer name(s), job title(s), dates of employment, hours worked per week, and job duties performed. If none, indicate "N/A."

- \* 5. Do you possess analytical experience in any of the following competencies? Check all that apply. Be sure your application materials include supporting experience.

- Affordable Housing
- Agenda Review
- Behavioral Health
- Budgeting
- Business Analysis
- Business Operations
- CalWin (Social Services Agency Program Policy)
- Community Based Organizations
- Contract Management
- Criminal Justice
- Data Analysis
- Domestic Violence Prevention
- Employee Benefits
- Energy and Sustainability
- Environmental Health
- Fleet Management
- Forensic Accounting
- Grant Management
- Health Information Management Services
- Health Plan Industry
- Healthcare Process Improvement
- Healthcare Supply Chain Management
- Home Investment Partnerships Program (HOME)
- Homeless Services
- Household Hazardous Waste
- Human Resources
- Information Systems Administration
- Internal Communications and Marketing
- Law Enforcement
- Learning Management System
- Management Analysis
- Neighborhood Safety
- Organizational Development
- Parks and Recreation
- Payroll Administration
- Policies and Procedures
- Procurement
- Program Management
- Project Management
- Public Health
- Public Safety
- Recycling and Waste Reduction
- Transportation
- Training and Development
- Violence Prevention Services
- Website Design
- Other
- None

- \* 6. Describe your analytical experience in the competency area(s) you selected in the previous question. Include name of competency area(s), name of employer(s), job title(s), dates of employment, number of hours worked per week, job duties performed, and the number and level of any staff supervised. If none, indicate "N/A."

- \* 7. How many years of lead or supervisory experience do you possess?
  - No experience
  - Less than one year
  - One to less than two years
  - Two to less than three years
  - Three to less than four years
  - Four to less than five years
  - Five to less than six years
  - Six to less than seven years
  - Seven to less than eight years
  - Eight years or more
- \* 8. Describe your lead, supervisory, or management experience, including planning, assigning, reviewing and evaluating the work of staff. Provide the full range of your lead, supervisory, or management responsibilities. Include employer name(s), job title(s), dates of employment, hours worked per week, and number of staff supervised. If none, indicate "N/A."
- \* 9. Describe your experience developing, evaluating, and implementing programs, policies and/or procedures. Be detailed and specific, describe the type of direction or instruction given, and steps used in development, evaluation, research and implementation. Include employer name(s), job title(s), dates of employment, hours worked per week, and job duties performed. If none, indicate "N/A."
- \* 10. Describe your experience gathering data and compiling reports for public committees. Include employer name(s), job title(s), dates of employment, hours worked per week, and job duties performed. If none, indicate "N/A."
- \* 11. Describe your experience working with Board communications (legislative files, report backs, etc.). In your response include your experience explaining the processes by which Board communications are submitted, including file types, glossary language, review requirements and timelines. Include employer name(s), job title(s), dates of employment, hours worked per week, and number of staff supervised. If none, indicate "N/A."
- \* 12. Describe your experience designing, editing, integrating, and disseminating programmatic and promotional support materials such as newsletters, info-graphics, videos, websites, social media posts, etc. Include employer name(s), job title(s), dates of employment, hours worked per week, and number of staff supervised. If none, indicate "N/A."
- \* 13. Describe your experience providing advice in the areas of policy, procedures, labor agreements, and general HR practices and principles. Include employer name(s), job title(s), dates of employment, hours worked per week, and number of staff supervised. If none, indicate "N/A."
- \* 14. Please indicate which of the following software programs you are proficient using. Indicate ONLY those programs in which you are proficient. The use of "proficient" in this question means frequent (weekly) usage of the specific software program accompanied by the

ability to create, manipulate, merge, build, formulate, design, etc., within the program itself, indicating an advanced level of skill.

- Adobe InDesign
- AIMS
- ANSOS
- Ariba
- BidSync
- Buzzsaw
- California Environmental Reporting System (CERS)
- CalWIN (Calworks Information Network)
- Child Support Enforcement (CSE) Computer System
- CJIC
- Clarity Human Services or other Homeless Management Information System
- Concur/CalTravel Store
- Corrective Action Tracking and Reporting System (CATR)
- CMA (Content Management Application)
- CUBS
- DocuSign
- eDisclosure Computer System
- ELPF
- Envision Connect
- Filemaker Pro
- Filing of Statement of Economic Interests Form 700
- Illustrator
- Integrated Earnings Verification System (IEVS)
- IVOS
- JIS (Jail Information System)
- KRONOS
- Lansweeper
- LMS (Learning Management System)
- Lotus Notes
- MEDS (Medi-cal Eligibility Data System)
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- MinuteTraq
- National Plan Provider Enumeration System
- NEOGOV
- Optics
- Pathway Materials Management System
- PeopleSoft
- Performance Management Database
- Photoshop
- Samaritan
- SAP interface to SUN CPM System
- SAP (Systems Applications and Procurement)
- SBP (SAP Budget and Planning)
- ServiceLink
- SharePoint
- Statistical Analysis software such as SPSS or Systat
- TMT (Task Management Tool)
- UniCare
- Virtual Volunteer
- Volgistics
- VoluntEasy



- Volunteer Event Management (VEM)
- Volunteer Match
- Volunteer Organizer Pro
- Volunteer Organizer Spot
- Volunteer Reporter (Votsoft)
- Word Perfect
- None of the Above

\* 15. For each computer application selected above, please provide the following information. You may also add applications not listed above. 1) Name of computer application. 2) Description of how the application was used in your current and/or previous position(s). If PeopleSoft was selected, please describe your experience, including functionalities you have used and whether you have input data and/or run inquiries.

\* 16. Please complete this survey carefully. Your responses will determine whether or not you will be referred for a specific position (i.e., geographical location). Please place a mark next to the location(s) in which you would be willing to work.

- Supervisorial District 1
- Supervisorial District 2
- Supervisorial District 3
- Supervisorial District 4
- Supervisorial District 5
- Clerk of The Board
- County Executive
- Risk Management
- Controller - Treasurer Department
- Department of Tax and Collection
- Local Agency Formation Commission
- County Clerk - Recorder
- Assessor
- Procurement
- County Counsel
- Employee Services Agency
- Fleet Services
- Registrar Of Voters
- Technology Services & Solutions
- Office Of Supportive Housing
- County Communications
- Dept of Child Support Services
- District Attorney
- Public Defender
- Pre-Trial Services
- Sheriff's Office
- Sheriff-Doc Contract
- Department of Correction
- Probation
- Planning & Development
- Dept of Environmental Health
- Agriculture & Environmental Mgmt
- Facilities
- Medical Examiner/Coroner
- Public Health
- Vector Control District
- Custody Health Services
- Behavioral Health Services
- Community Health Services

- Emergency Medical Services
- Social Services Agency
- Roads Department
- Airports
- County Library District
- Parks & Recreation
- Hospital System - Valley Medical Center
- Hospital System - O'Connor
- Hospital System - Saint Louse Regional
- Hospital System - De Paul Medical Center

\* Required Question