

*County
of
Alameda*
*is Seeking a
Principal Administrative
Analyst*

THE COMMUNITY

Alameda County, California's seventh-largest county, is located on the east side of world-renowned San Francisco Bay. 1.5 million people live in 14 incorporated cities that include Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City, as well as unincorporated communities and rural areas that comprise the 813 square miles of the County. Primary unincorporated areas include Ashland, Castro Valley, Cherryland, San Lorenzo, Fairview and Sunol. Oakland, the County seat, is California's eighth largest city.

Alameda County is a blend of culturally and ethnically diverse communities. Its mixture of cosmopolitan and suburban communities provides the perfect environment for raising a family. The County offers a lifestyle unique to one of the nation's most popular regions. Outdoor enthusiasts will find countless recreational opportunities in the acres of wildlife refuges, numerous parks, lakes and marinas.

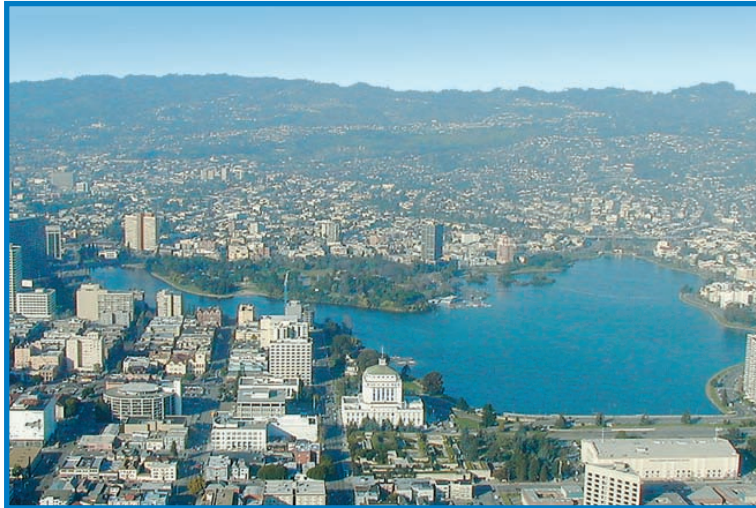
The County has one of the finest educational systems, offering businesses, individuals, and families the broadest possible selection of public and private learning and research facilities. Educational institutions in the region include the University of California at Berkeley, California State University, East Bay, and numerous other community and private colleges.

Alameda County is proud of its extensive cultural resources. The Oakland Museum offers lessons in the rich history of California's people, places and events. Chabot Space & Science Center is an innovative, state-of-the-art science and technology education facility. Berkeley's Cal Performances, the Oakland East Bay Symphony and the Fremont Symphony offer a complete season of live musical performances. The East

Bay also serves as home to three major professional sports franchises. The Oakland A's baseball team and Oakland Raiders football team play their games at the Oakland-Alameda County Coliseum, while the Golden State Warriors basketball team entertains fans at the Oracle Arena.

COUNTY GOVERNMENT

Alameda County employs 9,080 full-time employees within a \$2.39 billion annual budget. As a major urban County, Alameda provides a



full range of services including general government and internal services, health care, social services, public works, criminal justice and other forms of public protection for its citizens. The County is governed by a five-member Board of Supervisors directly elected by voters in their respective districts for four years with overlapping terms. The Board sets policy, oversees all County operations, approves the County's annual budget, and represents the County in a number of areas including its special districts.

The Board appoints a County Administrator who is responsible for providing professional, innovative and proactive leadership to the Board of Supervisors, agency and department heads, and the public through responsible fiscal and administrative policy development and program oversight. To prioritize competing policy interests within a balanced budget, the County uses a

Values-Based Budgeting process. In adopting the principles of Values-Based Budgeting, the Board of Supervisors, the County Administrator and the residents of the County place priorities on the development and execution of the various County services. This policy enables the County to systematically determine where to allocate its available resources across a wide range of programs, such as public health, welfare, corrections programs, and as providers of local services including law enforcement, roads, libraries and agriculture.

THE COUNTY ADMINISTRATOR'S OFFICE

The Board of Supervisors established the position of County Administrator to assist in the administration of the County. The County Administrator serves the Board as its agent in administrative matters. This position is appointed directly by the Board of Supervisors, and has administrative oversight over all operations of the County government with the exceptions of depart-

ments governed by elected officials and special districts. The County Administrator is responsible for coordinating department programs and activities, studying administrative procedures and organization, and recommending changes to improve the operations of County government, reviewing budget requests and making recommendations to the Board of Supervisors, and performing other related duties assigned by the Board of Supervisors. In addition to these duties, the County Administrator's Office serves as the Clerk of the Board of Supervisors and manages the County's Risk Management program, Capital Projects, Debt Financing, Economic Development, Diversity Management, Legislation, Public Information programs, Local Agency Formation Commission, and Cable Television Franchising Authority for the unincorporated areas.

THE PRINCIPAL ADMINISTRATIVE ANALYST POSITION

Under the direction of the County Administrator, Principal Administrative Analysts plan, organize, direct and perform budget review and coordination for a group of major County departments; coordinate, plan and carry out County activities in the major functional responsibilities of the County Administrator; organize and direct special projects and studies of major significance; represent the County Administrator's Office as required; and perform related work as assigned.

Principal Administrative Analysts are assigned lead responsibility for a major program, group of departments or functional area of the County Administrator, such as; Health Care and Public Assistance; General Government; Public Protection; Budget and Finance and Public Information. Incumbents supervise and assign the work of other analysts or staff members. They review the County's major administrative, budgetary and legislative policies and make recommendations; are assigned special studies of major importance, difficulty or complexity; and participate in the training and orientation of new analysts. The position reports to the Assistant County Administrator and/or County Administrator.

IDEAL CANDIDATE

The ideal candidate for this position will have a proven background in administrative and fiscal analysis, and demonstrated experience in government budgeting and financial administration. The ability to create and lead teams, and build collaborative relationships is key ingredients for a successful candidate. In addition, the Principal Administrative Analyst will have strong analytical, written and oral communication skills; will be ethical, and understands the importance of fostering a commitment to the County and the Department's mission, credo and goals.

CORE LEADERSHIP COMPETENCIES:

A Leader in Alameda County:

1. Demonstrates commitment to the County's Mission, Credo, and Goals.
2. Is Visionary, Strategic, and Innovative, Working With Change.
3. Collaborates with other agencies and departments to meet overall countywide needs while leveraging financial and other resources.
4. Uses business acumen to build a strong organization that delivers results.
5. Uses interpersonal skills to communicate effectively.

COUNTY OF ALAMEDA MISSION, VISION AND VALUES

Alameda County's Mission is to enrich the lives of Alameda County residents through visionary policies and accessible, responsive, and effective services. Our Vision is that Alameda County is recognized as one of the best counties in which to live, work and do business.

COUNTY VALUES

- Integrity, honesty and respect fostering mutual trust.
- Transparency and accountability achieved through open communication and involvement of diverse community voices.
- Fiscal stewardship reflecting the responsible management of resources.
- Customer service built on commitment, accessibility and responsiveness.
- Excellence in performance based on strong leadership, teamwork and a willingness to take risks.
- Diversity recognizing the unique qualities of every individual and his or her perspective.
- Environmental stewardship to preserve, protect and restore our natural resources.
- Social responsibility promoting self sufficiency, economic independence and an interdependent system of care and support.
- Compassion ensuring all people are treated with respect, dignity and fairness.

6. Promotes personal and professional growth for self and others.
7. Provides the highest level of service delivery to diverse customers.
8. Works effectively as member and leader of diverse teams.

QUALIFICATIONS

Either I:

The equivalent of one year of full-time experience performing the duties of an Administrative Analyst in the Alameda County Administrator's Office in either of the following two areas or combination thereof:

- I. Supervising members of a project or task force.
- II. Regularly handling the most complex projects, which require unusual expertise, sensitivity of handling, and independence of judgment not normally found in most assignments.

Or II

The equivalent of three years of full-time experience in the class of Administrative Analyst in Alameda County or in an equal or higher classification in the Alameda County classified service (non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts).

Or III

Possession of a Bachelor's Degree from an accredited college or university and the equivalent of four years of increasingly responsible full-time experience in a public or private organization performing duties such as management analyses and administrative surveys, including organizational, procedural, and fiscal studies requiring the preparation of reports with recommendations. Two years of this experience must include the direct supervision of professional level staff. (Four additional years of related experience may be substituted for the degree requirement.)

Or IV

Possession of a Master's Degree from an accredited college or university in Public Administration, Business Administration, or a closely related field; and the equivalent of two years of increasingly responsible full-time experience in a public or private organization performing duties such as management analyses and administrative surveys; including organizational, procedural, and fiscal studies requiring the preparation of reports with recommendations. These two years of experience must also include the direct supervision of professional level staff.

COMPENSATION AND BENEFITS

The base annual salary range for the Principal Administrative Analyst is from \$105,913.60 - \$135,200.00 annually. The County also offers an attractive management benefits program with the following elements:

Retirement Plan covered by the 1937 Act

Management Benefits Cafeteria Plan

Health and Dental Insurance

Life/Accident Insurance

Paid Vacation & Sick Leave

Management Leave (up to 7 days annually)

*Holidays (11 paid holidays;
4 floating holidays)*

Dependent Care Salary Contribution Plan

Deferred Compensation Plan

APPLICATION AND SELECTION PROCEDURE

To be considered for this career opportunity, candidates must submit a completed County application form and responses to the supplemental questions. A resumé highlighting key accomplishments in positions you have held may be submitted as additional information and will be considered in the screening process but is not required. Apply immediately; this exam may close at any time. After a screening of the applicants' materials, candidates demonstrating the best qualifications for the position will be invited to an interview for further assessment.

If you would like to apply for this position or obtain additional information please see the full job description at acgov.org or contact:

David Sides
Human Resources Analyst II
(510) 272-6468
dsides@acgov.org

Alameda County Human Resource Service Department
1405 Lakeside Drive
Oakland, CA 94612-4305
(510) 272-6478
www.acgov.org

SUPPLEMENTAL QUESTIONS

Please type or print responses to the following questions using 8 1/2x11" paper. Indicate your name on the top of each page. Responses should be limited to no more than one page per question.

1. Give specific examples of your experience working with budgets and/or fiscal analyses, including:
 - a. Name and/or type of organization(s);
 - b. Total budget amount for which you were directly responsible;
 - c. Your role and responsibilities;
 - d. Software applications utilized; and
 - e. The length of time you performed these role/responsibilities.
2. Discuss your role in managing a budget development process (annual, semiannual, etc.) or leading a team to implement or improve upon a budget system/process or redesign and improve upon a budget document.
3. Describe the most complex policy analysis and planning assignment / project that you have conducted. Provide the following:
 - a. Name and/or type of the organization and audience for your analysis;
 - b. The specific policy and issues that resulted in your being asked to conduct the analysis;
 - c. A summary of the issues or problem being addressed;
 - d. The analytical methods or techniques, and software applications, you employed; and
 - e. A description of how you communicated your findings.
4. Give specific examples of the number and type of professional staff supervised by you and the scope of their responsibilities, or any lead work for which you have been responsible and staff you have directed. Describe your approach to management challenges and provide examples to illustrate.
5. Describe your experience providing professional level support working with elected or appointed decision making bodies that required that you understand and apply complicated rules, policies, and procedures and communicate/interface with the public.
 - a. What was the program and/or type of organization?
 - b. What was your role and what were your responsibilities?
 - c. Describe the level and type of public contact.