THE COUNTY OF MONTEREY
ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR

MANAGEMENT ANALYST I
$5,086 - $6,946 per month

Final Filing Date: Friday, February 8, 2019

Exam #19/14G02/01MM

THE POSITION

Monterey County Probation Department is recruiting to fill a Management Analyst I vacancy, with an opportunity to advance to a Management Analyst II upon successful demonstration of skills and ability and the completion of a probationary period.

Under general supervision, the Management Analyst I in the Juvenile Division of the Monterey County Probation provides support to the Director, management and juvenile operations, conducts analyses of workflow and operational procedures to support compliance to federal, State and County regulations, assists in the design and implements Quality Assurance activities, including training of staff, manages progress reports for grant requirements, and participates in State-level technical groups.

*The Eligible List established from this recruitment may be used to fill future staffing needs as they occur in other county departments.*

SIGNIFICANT DUTIES

1. Analyzes, researches, gathers and interprets information on a wide variety of management matters such as budgets, legislation, programs, quality assurance and data reporting.
2. Makes recommendations regarding policies, procedures, organization, operations, programs, data collection and reporting.
3. Prepares and presents written and oral reports on recommendations, data, statistics, impacts, options, strategies and conclusions that are based on analyses.
4. Works closely with department staff to develop and enhance internal quality improvement of data collection, provide leadership specific to the areas of strategic planning for data analysis and reporting. Trains staff on related policies and procedures.
5. Works collaboratively with department staff to enhance workflow for business operations to improve process efficiencies, and compliance to federal, State, or County mandates. Trains staff on compliance requirements and conducts internal auditing activities.
6. Assist Division Director with State-level activities for federal activities (Title IV-E) and Continuum of Care Reform implementation; participates and represents Probation in State technical groups.
7. Utilizes Microsoft Suite applications and specialized systems to evaluate work flow, identify trends and patterns, support data extraction and reporting, compile statistical or progress reports and train staff.
8. Develops and implements continuous quality improvement plans for case processing and data entry, validates accuracy of queries and existing reports.
9. Create progress quarterly reports for compliance to grant requirements.
10. May develop, implement or oversee ad-hoc projects from initiation to completion.
11. May supervise support, technical, or professional staff.

The Ideal Candidate Will Possess:

Aptitude for supporting the implementation of Quality Assurance procedures and solutions to enhance data analysis and reporting.

Understanding of auditing principles and procedures and meticulous attention to detail.

Knowledge of statistics and research design, experience with Excel or other analytical tools, as well as Word and PowerPoint.

Knowledge and experience assessing business flow, measuring outcomes, and preparing statistical and progress reports.

Strategic leadership approach to implement new initiatives, solutions and continuous quality improvement activities, and problem-solving skills.

Ability to develop and implement strategies for measuring, reporting and managing performance and adhere to standards and regulations.
Effective interpersonal and communication skills to work collaboratively with internal staff as well as county departments, government agencies and clients.

Initiative and self-motivation; ability to adapt to new processes and technologies.

Ability to supervise management, professional, support and technical staff.

**MINIMUM QUALIFICATIONS**

1. Ability and desire to conduct Quality Assurance and auditing procedures to optimize compliance to federal, State and County regulations.
2. Ability to analyze data to support informed decision making, identification and evaluation of outcome measures, and conducting research.
3. Knowledge of principles and practices of data collection, management and analysis, program planning, evaluation and research methodology.
4. Ability to use Microsoft Suite applications to accomplish data analysis, preparation and presentation of data.
5. Ability to collaborate with others and build effective professional relationships both internally and externally.
6. Ability to communicate effectively, verbally and in writing.
7. Prepare and present formal written and oral reports
8. Coordinate a wide variety of activities and/or manage projects.
9. Ability to provide direction, support and supervision to others on projects and activities.

**EXAMPLE OF EXPERIENCE AND EDUCATION**

The knowledge, skills and abilities listed above may be acquired through various types of education, training or experience. Typical ways to acquire the required knowledge and skills are listed below:

**Education:** Bachelor’s degree in business administration, public administration, criminal justice, social work or a related field.

**Experience:** Four years of experience performing administrative analytical or data related analyses.

**Benefits:**

The information is intended to provide you with a general summary of benefits available and is not legally binding, nor does it serve as a contract. Exact benefits are listed in the Benefit Sheet for Unit X. More information regarding Unit X benefits may be obtained from our website at http://www.co.monterey.ca.us/government/departments-a-h/human-resources/human-resources/benefits/benefit-summary-sheet

**Notes:**

As a condition of employment, prospective employees will be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of criminal conviction. Employees must have and show their Social Security Card on the first day of work. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly, and you will not be eligible for the benefits listed in the summary. If you believe you possess a disability that would require test accommodation, please call the Human Resources Analyst at (831) 755-3916.
APPLICATION AND SELECTION PROCEDURES

Apply On-Line!
Our website: www.co.monterey.ca.us/personnel

Applications may also be obtained from and submitted to:
Monterey County, Human Resources Department
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901
Phone: 831-755-5116 FAX: 831-757-5792
Job Hotline: Salinas (831) 755-5126 or Monterey (831) 647-7726

The selection process is tentative, and applicants will be notified if changes are made. The competitive selection process includes submittal of required application materials. A complete application package will include:

- A completed County of Monterey employment application
- Responses to the supplemental questions

All application materials must be received by the Final Filing Date: Friday, February 8, 2019. Applicants who fail to provide all required materials by the application filing deadline will not be considered. Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process. To assess applicants’ possession of required qualifications, the process may include an oral examination, pre-exam exercises, performance exam, and/or written examination.

EQUAL OPPORTUNITY
Monterey County is a drug-free work place and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting the application package.
SUPPLEMENTAL QUESTION INSTRUCTIONS:
Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

Instructions:
Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Questions Response will not be considered. A resume, cover letter, application, etc. will not be accepted as a substitute for a response to these questions. Failure to provide a complete response to any of these required questions will eliminate you from further consideration. Your response to the questions is an integral part of the selection process.

Invitations to participate in the Qualifications Examination will be based solely on an evaluation of your application, the responses to these questions, and your resume (optional).

☐ I have read and understand the supplemental questions instructions.

Supplemental Questions:

1. Describe your experience working with and analyzing data. This may include any experience working with data sets, identifying and measuring outcomes, applying methodology and illustrating trends and findings, or producing reports.

2. Please describe your experience and technical competencies related to Quality Assurance, auditing or compliance procedures.

3. Please describe your experience working in a team environment and developing collaborative relationships and explain how you would optimize communication between management and staff.