



REGIONAL GOVERNMENT SERVICES
invites applications for the position of:

Management Analyst - Marin Wildfire Prevention Authority

SALARY:	\$8,180.00 Monthly \$98,160.00 Annually
DEPARTMENT:	Client Job Opportunities
OPENING DATE:	02/23/22
CLOSING DATE:	03/16/22 11:59 PM

POSITION DESCRIPTION:

Are you a management professional who can thrive in performing complex, administrative, and analytical work? Are you a self-starter who excels at working with others to provide excellent and strategic administrative services in a fast-paced environment? Are you excited to work with a dynamic team? If so, the Marin Wildfire Prevention Authority may be right for you! They are seeking a qualified, well-organized, and team-oriented candidate to apply for the position of Management Analyst, apply today!

About Marin Wildfire Prevention Authority:

The Marin Wildfire Prevention Authority (MWPA) leads the development of fire adapted communities using sound scientific, financial, programmatic, ecological practices, vegetation management, community education, evacuation, and warning systems with the support of its member and partner agencies. Marin Wildfire Prevention Authority communities are informed, prepared, fire adapted, resilient and capable of withstanding a major fire limiting loss of life and major property damage while protecting our rich environmental diversity.



INVESTING IN A FIRE ADAPTED MARIN COUNTY

Regional Government Services and its staff are conducting the recruitment on behalf of the Marin Wildfire Prevention Authority.

The Position

This is a professional classification that performs a wide variety of responsible, complex administrative, and analytical work. Responsibilities may include human resources, purchasing, departmental policies and procedures, organizational analysis, office automation, safety, training, reporting systems, and facility management. As the Clerk to the Board, employees in this class are also responsible for recordation and documentation of Board actions, coordination of Board activities, publication of legal notices, and related documentation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. The incumbent is required to use initiative, independent judgment, tact, and discretion.

This position is anticipated to work in a hybrid fashion, working two days on-site and 3 days

remotely.

Ideal Candidate:

- Experience in project management including managing and working with vendors
- Knowledge of records management best practices
- Strong oral and written communication skills
- Effective collaboration, problem-solving, and critical thinking skills
- Perform complex and analytical tasks while using integrity, initiative, and sound judgment
- Adept at building and maintaining professional relationships with team members, partners, and stakeholders
- Proficient technology skills, including initiative to self-teach and the ability to remain adaptable

The Ideal Candidate Will:

- Be motivated by the opportunity for professional growth and satisfaction that comes from working in an environment ripe with challenge and possibility.
- Be a self-starter, flexible, reliable, and detail oriented with high standards for work product.
- Be able to excel both within a team and independently.
- Thrive in a fast-paced environment with competing priorities.
- Analyze various data and draw sound conclusions and offer improvements.
- Have advanced computer skills, including graphics and relevant office software applications such as Microsoft Word, Excel, Outlook, and PowerPoint.
- Communicate clearly and concisely, orally and in writing to prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.

COMPETENCIES

Adaptability/Flexibility - Can shift gears comfortably.

Attention to Detail - The ability to achieve thoroughness and accuracy when accomplishing a task.

Communication - To effectively convey and exchange thoughts, opinions, or information verbally or in writing.

Critical Thinking - Identifies and defines problems and develops workable solutions.

Decision Making - Uses effective approaches for choosing a course of action or developing appropriate solutions within documented organizational boundaries.

Initiative - The ability to assess and initiate things independently.

Interpersonal Relations and Skills - Builds relationships based on mutual trust and respect.

Results Orientation/Execution - Manages time/priorities effectively

Teamwork - The process of working collaboratively with a group of people in order to achieve a goal.

EXAMPLES OF DUTIES:

- Plans and conducts administrative, organizational, staffing, and operational studies; collects and analyzes data, evaluates alternatives, makes recommendations, and prepares reports; assists in or coordinates implementation of recommendations after approval.
- Prepares narrative and statistical reports, correspondence, spreadsheets, and graphics using automated techniques for the Board of Directors and the Executive Officer; makes oral presentations to the Board of Directors and other boards, commissions, and committees.
- Coordinate and supervise all personnel transactions within the department, including the hiring of new personnel, monitoring of employee performance evaluations for consistency of standards, and preparing all requests for personnel services.
- Develops new or revised class specifications, class concepts, and career ladders based on job analyses or classification review.

- Conducts salary studies, research salary and benefit information for use in budget preparation and cost analysis.
- Assists in the coordination and management of assigned risk management activities, such as claims management.
- Serves as the Clerk of the Board; attends Board meetings and records and communicates legislative actions and proceedings, ordinances, resolutions, and minutes; coordinates the publishing of public notices for Board action.
- Coordinates, prepares, and distributes the Board meeting agendas, staff reports, and associated documents.
- Serves as custodian of the official Board records and maintains files.
- Maintains and administers the Agency's Conflict of Interest Policy and Economic Interests for designated officials.
- Serves as Public Records Coordinator; ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the Agency is upheld.
- Supports the management of key records systems, including production and storage standards, assures backup and encryption/cybersecurity systems are maintained and updated, and that destruction policies are established and followed.
- Researches, compiles, analyzes, and summarizes data for special projects/reports. • Coordinates and assists with contract administration.
- Tracks the impact of State and Federal legislation on the Agency.
- May periodically supervise and direct staff, consultants, and contractors, assisting with oversight of workflow and work procedures to effectively manage time, scheduling, and distribution of workload at the direction of the Executive Officer.
- Assists with support services, such as facilities and equipment maintenance, communications technology, travel, and acquisition of equipment and supplies.

TYPICAL QUALIFICATIONS:

Knowledge and Abilities

Knowledge of:

- Organization, function, and administrative structure of public agencies, including the role of an elected Board.
- Principles, practices, and methods related to human resources in a public agency setting.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies relevant to assigned areas of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPCC procedures and regulations.
- Techniques of planning and performing administrative, budgetary, operational, staffing, or organizational analysis, including project management.
- Practices of contract negotiation and administration.
- Principles of budget preparation and administration, particularly in a public agency.
- English usage, grammar, spelling, vocabulary, punctuation, and business arithmetic.
- Data analysis and statistical sampling techniques.
- Computer skills, including graphics and relevant office software applications such as Microsoft Word, Excel, Outlook, and PowerPoint.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Perform responsible administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Understand the policies, procedures, organization, and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.

- Prepare clear and concise reports.
- Apply strong organizational skills, including prioritizing tasks and working on multiple projects simultaneously.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Communicate clearly and concisely, orally and in writing.
- Correctly interpret and make decisions in accordance with laws, regulations, and policies.
- Coordinate complex projects and meet established deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain positive, productive working relationships with co-workers and others contacted in the course of performing the work.

Education and Experience:

Education:

Equivalent to graduation from an accredited four (4) year college or university with major course work in business administration, public administration, public policy, political science, economics, or a related field. Additional experience as listed below may substitute for the required education.

Experience:

Two (2) years of work experience performing administrative, analytical, fiscal, legislative, operational, policy, and program work, preferably in a public sector agency. Experience providing administrative support to a public board, council, or commission, preparing public meeting agendas, and ensuring compliance with the Ralph M. Brown Act is highly desirable.

SUPPLEMENTAL INFORMATION:

BENEFITS

Base Pay	Medical (Flat Dollar Amount)	Retirement (7.5%)	Paid Leave (160 Hours Annually)	Total Benefit Cost	Total Compensati on
\$8,818.00	\$1,900.00	\$661.35	\$678	\$3,239.66	\$12,057.66

APPLICATION PROCESS AND SELECTION PROCEDURE:

Applications must be submitted on-line through this applicant tracking system. Materials must be complete and clearly indicate the candidate meets the minimum qualifications. Incomplete, late, emailed, and faxed applications are not accepted. Resumes are not considered in lieu of the required employment application.

Certificates, resumes, and/or cover letters must be uploaded with your application through this applicant tracking system.

All statements made on the application, resume, and supplemental materials are subject to verification. False statements may be cause for immediate disqualification, removal from eligibility list, or discharge from employment.

The deadline to apply is Wednesday, March, 16, 2022 at 11:59 PM PST.

LINK TO APPLY HERE: <https://www.governmentjobs.com/careers/rgs/>

Appraisal Process – (Pass/Fail) After the closing deadline, applications will be screened in relation to the criteria indicated in this announcement.

This process may also include various interviews and/or a skills assessment exam to rank applications, and to prepare a Qualified Candidate List.

Application – Minimum Qualification Assessment - (Pass/Fail) All completed applications and supplemental questionnaires will be reviewed and assessed for each applicant's ability to

meet the minimum work experience, training, and education qualifications.

Remote Screen Interview Exam – (Pass/Fail) Candidates who pass the Remote Screen Interview assessment will be invited to a Remote Screen Interview Examination to evaluate training, experience, and other job-related qualifications for the position. The Remote Screen Interview will be conducted via a video conference platform and is tentatively scheduled for (March 24-28, 2022).

Performance Skills Assessment – (Pass/Fail) A Performance Skills Assessment may be used to evaluate candidates' knowledge and skills for the position. The Performance Skills Assessment is tentatively scheduled for March 30-April 4, 2022. Successful candidates will be placed on a list of qualified candidates.

Oral Board Interview Exam – (100%) Applicants may be selected for consideration to participate in an Oral Board Interview appraisal to evaluate training, experience, and other job-related qualifications for the position. The Oral Board Interview is tentatively scheduled for the week of April 11, 2022. Successful candidates will be placed on a list of qualified candidates.

All communication and notices will be sent via e-mail. Additional inquiries about the position may be directed to dprieto@rgs.ca.gov.

Neither Regional Government Services nor the Marin Wildfire Prevention Authority are responsible for failure of internet forms or email in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise Human Resources by mailing dprieto@rgs.ca.gov.

The Marin Wildfire Prevention Authority is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.rgsjpa.org/>

Position #2022-2
MANAGEMENT ANALYST - MARIN WILDFIRE
PREVENTION AUTHORITY
DP

View Job Posting for Agency Information
., CA 93924
1-650-587-7300

jobs@rgs.ca.gov

Management Analyst - Marin Wildfire Prevention Authority Supplemental Questionnaire

- * 1. In addition to the application details, answers to the supplemental questions will be used to determine qualifications for this position. All experience referenced in your answers must also be included in the "Work Experience" section of application. Please answer as thoroughly as possible and do not type "see resume" in lieu of answering any required questions. By indicating "Yes" below, you are acknowledging receipt of this information.

Yes No

- * 2. Please indicate the highest level of education you have completed.

- High School Diploma or GED
 Some college coursework completed
 Associate's Degree
 Bachelor's Degree
 Master's Degree or Higher

- * 3. How many years of full-time experience do you have as a management analyst (i.e. administrative, analytical, fiscal, legislative, operational, policy, and program work).

- I have no experience in this area
 - At least 6 months but less than 1 years
 - At least 1 years but less than 2 years
 - At least 2 years but less than 3 years
 - At least 3 years but less than 4 years
 - 4 or more years
- * 4. Based on your answer above, how many years of experience do you have working for public agencies?
- I have no experience working in a public agency
 - At least 6 months but less than 1 years
 - At least 1 years but less than 2 years
 - At least 2 years but less than 3 years
 - At least 3 years but less than 4 years
 - 4 or more years
- * 5. To what extent have you supported the management of key records systems, including production and storage standards, while assuring backup and encryption/cybersecurity systems were maintained and updated, and that destruction policies are established and followed?
- I have no background in this
 - I know what this is but I have not done it
 - I have been trained in this, but not done it independently
 - I have done this independently but not frequently
 - I have done this as a regular and frequent part of my job
 - I have done this extensively and at a high level of complexity
 - I have trained/coached others in performing this activity
- * 6. To what extent have you coordinated, assisted, and/or managed contract vendors?
- I have no background in this
 - I know what this is but I have not done it
 - I have been trained in this, but not done it independently
 - I have done this independently but not frequently
 - I have done this as a regular and frequent part of my job
 - I have done this extensively and at a high level of complexity
 - I have trained/coached others in performing this activity
- * 7. To what extent have you ensured compliance with the Ralph M. Brown Act is highly desirable.
- I have no background in this
 - I know what this is but I have not done it
 - I have been trained in this, but not done it independently
 - I have done this independently but not frequently
 - I have done this as a regular and frequent part of my job
 - I have done this extensively and at a high level of complexity
 - I have trained/coached others in performing this activity
- * Required Question