



KWRA JOB FLYER

MANAGEMENT ANALYST I/II

RECRUITMENT

This is a new MANAGEMENT classification series and there is one opening with the Kings Waste and Recycling Authority. This recruitment is open to the public. The list established from this recruitment is valid for six months from the closing of the application date.

APPLICATION PERIOD

The application period for this position opens at 12:00 am August 1 and closes Friday, August 16, 2019 at 11:59 am. Interviews will be scheduled for Wednesday, August 28th.

SALARY AND BENEFITS

\$28.588 – \$41.33 per hour, DOE

- Comprehensive medical insurance administered by the County of Kings. Includes dental and vision coverage.
- Public Employee's Retirement System (PERS): The Authority contracts with PERS for this benefit and pays the employer and employee contributions for the "Classic" formula which is 2% @ 60. The "new member" or PEPPA formula is 2% @ 62 with the Authority paying for the employer contribution only.
- Holidays: 12 days per year.
- Sick leave: 12 days per year.
- Vacation: Two weeks per year for 0-4 years, three weeks per year for 5-14 years, four weeks per year for 15 years and beyond.
- Deferred compensation available with no employer contribution.

DEFINITION:

Develop, direct, administer, monitor, analyze and provide independent and objective administrative research and recommendations of highly detailed and complex assignments. Directly present and recommend options to executive level management staff regarding a broad scope of information and assignments, including but not limited to information systems, legislative reviews, budgetary formulation; financial, facility and human resource management, and overall management objectives/requirements. Coordinate the planning, organizing, and directing of staff and/or stakeholders to facilitate accurate, complete and timely responses to requests made by JPA members, Executive Staff, and/or the Board of Directors.

DISTINGUISHING CHARACTERISTICS:

This classification routinely works directly with the Executive Director and other executive management. The scope of work is extremely broad as it often crosses oversight boundaries related to funding, resources, allocations and facilities; as such, the complexity of the issues, assignments and resolutions are considerable. The classification holds a very high consequence of error in that the information, analysis and recommendations utilized can have a direct and significant impact on the financial, physical, legal and personnel issues. This class is ultimately responsible for recommending allocations of finances, staff, and facilities while complying with the KWRA Policies and Procedures and goals. A very high level of flexibility is required to successfully coordinate functions, assignments and data with staff, management, equipment, and outside stakeholders. The highest level of discretion and integrity is required to ensure disclosure of confidential and/or time sensitive information does not occur. Incumbents must possess a high level of initiative and professional judgment in addition to a high standard of civility.

SUPERVISION RECEIVED AND EXERCISED:

Immediate supervision is provided by the Executive Director and the incumbent will provide supervision over administrative and fiscal staff.

TYPICAL DUTIES:

- Provide a higher level administrative strategic planning and support in the coordination and implementation of highly complex projects.
- Evaluate, plan and implement new services or programs requested by Executive Management.
- Organize and coordinate the functions of the fiscal and administrative staff.
- Analyze and solve problems identified in providing services; gather information from management and staff; analyze and present research in a clear and concise manner.
- Provide leadership in the development of quality control programs and activities which measure expectations and client satisfaction.
- Support and advocate for waste and recycling policies in the community.
- Use information obtained to formulate clear and concise alternatives and present recommendations to management staff.
- Review proposed or new legislation related to Authority services; analyze the impact on the authority, public, and JPA members.
- Coordinate and promote a comprehensive recycling program for KWRA.
- Prepare and implement public information programs on appropriate waste reduction activities; including recycling, composting, and the collection and disposal of special waste.
- Evaluate effectiveness of recycling activities; collect, compile, and analyze data to monitor recycling programs and assure compliance with state and federal laws.
- Conduct workshops and make presentations to professional, community, and special-interest groups on recycling.
- Analyze cost studies and estimates and make recommendations to management.

Essential job duties may be assigned that are not listed above but are relative to this job classification. (Reasonable accommodation will be made when requested and determined by the Authority to be appropriate under applicable law.)

DESIRABLE EMPLOYMENT STANDARDS:

Minimum Qualifications

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

Knowledge of:

- Fiscal analysis sufficient to develop budgets and examine and analyze expenses and fiscal documents.
- Governmental budgeting practices and control.
- Principles and concepts of organizational development.
- Programs and services including waste and recycling programs.
- Understanding of contracts, Professional Services Agreements, and general governmental purchasing requirements.
- Understanding of Government Code.

- Correct English usage, vocabulary, spelling, and punctuation.
- Available resources and methodology for gathering data.
- Descriptive statistics sufficient to reflect results of research.
- Principles of supervision, training, and evaluating.
- Principles of personnel management.

Additional Desirable Employment Standards Include Knowledge:

- Environmental issues and concerns related to solid, hazardous, and recoverable waste collection and disposal.
- State, federal, and local laws relating to waste reduction, recycling and other waste management activities.
- Recycling and waste reduction methods, resources, materials, and equipment.
- Website maintenance

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Establish and maintain satisfactory working relationships with employees, staff, other governmental officials, other agencies, clients and the general public
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Accurately apply excellent written and oral communications.
- Plan, coordinate, analyze and control operating procedures and develop effective improvements as needed.
- Analyze and resolve complex problems.
- Convey complex concepts and procedures and negotiate solutions.
- Implement new systems or changes within current protocol and acquire the cooperation of those involved.
- Prepare concise and comprehensive reports.
- Organize work and prioritize assignments within established time frames.
- Make verbal presentations to the highest level of management both in and outside of KWRA.
- Establish and maintain accountability systems for KWRA goals and objectives.
- Keep systematic and accurate records.
- Define problems, collect and analyze information, draw valid conclusions and make appropriate recommendations.
- Provide training and instruction to staff.
- Organize, set priorities, and coordinate workload of support staff.
- Give and follow verbal and written instructions.

Education:

Bachelor's degree from an accredited college or university with major study in business or public administration, or closely related field.

Experience:

A typical way to obtain the knowledge, skills, and abilities would be two (2) years of experience in local government, fiscal, managerial or personnel administrative work with supervisory experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Class C driver's license.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of Authority management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Special Demands:

Must be able to actively participate in public meetings, including giving presentations in person before the Board of Directors and members of the public. Work environment may regularly expose the incumbent to such conditions as: regular exposure to noise, dust and unpleasant odors; some exposure to fumes, grease, diesel exhaust, oil and hazardous materials; often works around moving vehicles and equipment; constant contact with staff and the public.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NECESSARY CONDITIONS OF EMPLOYMENT REQUIREMENTS

- Candidates selected will be required to pass a pre-employment drug and alcohol screening.
- A physical exam may be required to ensure the applicant's fitness for duty.
- Applicants must undergo a law enforcement background investigation and receive security clearance and maintain that clearance for the duration of employment.