EAST BAY REGIONAL PARK DISTRICT invites applications for the position of:

**Management Analyst**

**SALARY:** $36.22 - $53.50 Hourly  
$6,278.13 - $9,273.33 Monthly

**OPENING DATE:** 04/29/15

**CLOSING DATE:** 05/22/15 05:00 PM

**THE POSITION:**

The East Bay Regional Park District is a system of beautiful parklands and trails in Alameda and Contra Costa Counties. The East Bay Regional Park District is currently seeking passionate individuals to join and become part of this great organization. The Management Analyst position will support the Assistant General Manager in the day-to-day management and improvement of District processes. The incumbent in this position will perform a variety of confidential administrative and analytical tasks; independently carry out assigned program responsibilities, projects and activities; and perform duties with a significant degree of initiative, independence and judgment. The ideal candidate for this position will be a technologically savvy problem solver with superb attention to detail and a customer-focused approach.

**ESSENTIAL FUNCTIONS:**

Performs management analysis for the division, including work flow and staffing, systems development, program evaluation, policy and procedure development, and management information analysis; conducts analytical studies/surveys and provides recommendations on procedural, administrative, fiscal, asset management, organizational, maintenance management systems, personnel and other related management problems; assists the Assistant General Manager in preparation of the division’s annual operating and capital budgets; prepares and presents factual and statistical data and makes recommendations in written, graphic, and oral form; makes presentations of study findings and recommendations to department and District management and the District’s Board of Directors and subcommittees as the assignment requires; conducts and reviews all staff reports related to the Board, subcommittees, liaisons, and other formal public meetings for accuracy and adherence to District policies and procedures; interviews and consults with District officials and employees, representatives from other organizations and groups, and the general public to provide and/or secure necessary information; assists, drafts or reviews responses to complaints or other public or media inquiries regarding District operations or policy issues; conducts studies requiring inter-division coordination; depending on assignment, position may require the ability to train others in work procedures and the ability to plan, assign, review and evaluation the work of others; represents the Assistant General Manager at specific District or inter-agency meetings or events; performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Education: A Bachelor's Degree from an accredited college or university in public or business administration, park and recreation administration, or closely related field; and

Experience: Three years experience involving budget development, policy development or organizational management; or

Substitution: An equivalent combination of education and experience

**ADDITIONAL INFORMATION:**

Knowledge of principles, practices and trends of public and business administration; one or
more functional responsibilities generally associated with an administrative and personnel management staff service; basic governmental functions and organization. Ability to apply statistical methods to management analysis; to effectively interview at all organizational levels of public or private agencies. Ability to gather, interpret, analyze, evaluate and present a variety of management analysis data; to persuade, justify, and project consequences of decisions and/or recommendations; to plan, coordinate and initiate action necessary to implement recommendations; ability to work under minimal supervision; to apply the technical skill level required. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. All responsibilities and duties must be performed in a confidential and tactful manner utilizing good judgment.

Application materials for this position consist of 2 required parts:
1. A current East Bay Regional Park District NeoGov Application, and
2. Completed supplemental questions

Vacancy Situation:
The District currently has one vacancy located at the District administrative office in Oakland. The hiring pools established as a result of this recruitment will be used to fill the current vacancies and additional vacancies that may occur during the one year life of the hiring pools.

Notification:
All applicants will be notified of the disposition of their application. Expect an email to the email address provided on the application, generally within two to three weeks after the closing date.

Selection Process:
The application material for all applicants meeting the minimum qualifications will be reviewed by a screening panel to select the best qualified for interview or testing. The District reserves the right to set up a written test, performance test, and/or other assessment devices before or after the interview process. Possession of minimum qualifications does not guarantee an interview or invitation to test. Pursuant to the Federal Immigration and Reform Act of 1986, all applicants who are hired will be required to provide proof of identity and appropriate work authorization documents prior to commencement of employment. The individual chosen for hire must be able to pass a background check and District medical examination prior to employment. The probationary period for this classification is twelve (12) months.

Applicants needing special accommodations during the exam process may contact Human Resources at (510) 544-2154.

The East Bay Regional Park District, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

Management Analyst Supplemental Questionnaire

* 1. The purpose of this Supplemental Questionnaire is to allow you to elaborate on your qualifications in specific job-related areas. In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers. When describing your experience, first indicate the job where you gained the experience. Each answer will be scored separately. References
such as 'See Resume' as a response will not be scored.

☐ I have read and understood the above instructions.

* 2. Please describe your experience in preparing and writing reports and making formal presentations to political bodies and community groups, the general public, Board of Directors, other agencies, and/or agency departments. Please provide one example of a report you had to create and present.

* 3. Please describe your experience developing and leading project teams that include staff from other divisions and departments outside your own, community based organizations, non-profit agencies, other government/public sector entities, and elected officials.

* 4. Please provide an example of when you were the lead in the development of a new program or when you reviewed a current program. Describe the background issue you were trying to resolve, the process you took in developing the new or revised program, and your results in implementing the program.

* 5. Please describe your experience and skills related to fiscal management including the development, monitoring and evaluating of budgets related to operations, administration and capital projects. Please include your experience with revenue and expenditure forecasting.

* 6. Describe your experience compiling and analyzing data to identify significant events, patterns and trends. In your response, be sure to include how you have used analytical or statistical techniques to resolve an issue, reduce costs, improve the efficiency of a program, task, or process. Please include any computer programs you used for your analysis.

* Required Question