



# City of Lemon Grove

Invites Applications for:

## **SR. MANAGEMENT ANALYST**

(City Manager's Office)

**\$6,056.51 - \$8,748.29 per month**

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### **THE POSITION:**

The City of Lemon Grove invites you to apply for the position of *Sr. Management Analyst!*

The ideal candidate will provide complex professional administrative assistance to the City Manager in the development, administration and implementation of City programs and manage special projects; coordinate and manage the City's risk management activities including the City's insurance, safety, loss control, and property/liability claims programs.

When you come to Lemon Grove, you must have an open mind and not be afraid to take calculated risks in the spirit of innovation!

Primary duties and responsibilities include, but are not limited to:

- Manage and oversee the City's Risk Management activities; implement appropriate policies and procedures.
- Manage specific programs and/or operations in the City Manager's office.
- Lead or participate in programs and initiatives with multi-departmental teams and/or outside agencies as assigned. Assume operational authority over special projects, services, grants or administrative operations.
- May assist with the implementation of homeless programs.
- Research, analyze and make recommendations regarding major technical and administrative areas; research and prepare reports recommending the improvement of services, changes in organization design, and measures to improve efficiency of operations.
- Prepare and present comprehensive technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.
- Prepare reports, manuals, ordinances, supporting program documents and correspondence relating to departmental and interdepartmental operations, systems, and procedures; interpret rules and standards; monitor programs and compile project status reports.
- Assist in budget development and administer assigned budgets as required.
- Represent the City to community groups, outside agencies, and professional organizations; respond to citizen inquiries and requests for information.
- May exercise direct supervision over Management Analyst.

- Prepare and present reports to Council.
- Analyze federal, state, and local legislative proposals for impact on assigned operations; provide legislative policy recommendations.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

This position requires a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field; five (5) years of increasingly responsible administrative/analytical experience, preferably in a municipal government environment, including two (2) years in a City Manager's Office and/or Risk Management department; and a valid Class C California driver's license.

The ideal candidate will be able to: make effective public presentations and exercise sound independent judgment.

**COMPENSATION & BENEFITS:**

- **\$72,678.06 - \$104,979.42 per year, DOQ;**
- 4-Day work-week (closed every Friday);
- Two (2) weeks of paid vacation per year with increases based on length of service;
- Eleven (13) holidays, plus one (1) floating holiday;
- Twelve (12) sick days per year;
- 25 hours of Executive Leave at the start of each fiscal year;
- \$35 monthly cell phone stipend;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 life insurance coverage; AD & D - \$50,000 coverage;
- Retirement – California Public Employee's Retirement System (PERS) 2% @ 60 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security, both the City and employee contribute 1.45% to Medicare;
- Health Insurance – The City provides employees with a \$1,000 monthly contribution for medical, dental, and vision insurance for themselves and their dependents; and
- Other Benefits – 457 deferred compensation plan. Employee Assistance Program (EAP) and direct deposit are also available.

**WORKING CONDITIONS**

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

**CLOSING DATE/APPLICATION PROCEDURE:**

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by **5:00 p.m., Thursday, December 21, 2023.** Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written examination and/or oral interviews to be held in the City of Lemon Grove. A tentative schedule of the selection process is:

- January 4, 2024 – Selected applicants will be notified to interview.
- January 18, 2024 – Panel interview with practical written exercise and/or oral presentation.
- January 23, 2024 – Second panel interview (if needed).
- Through the week of February 5<sup>th</sup> – Background (Reference) Check & Medical Examination.
- February 21<sup>st</sup> – First available start date.

A City application is available on the City's Website: [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov).

**Note:** Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at [rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov) or at 619-825-3848.

*Posted: 11/8/23*

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