



COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Sheriff's Office Fiscal Analyst

An Equal Opportunity Employer

SALARY

\$32.26 - \$39.21 Hourly \$2,589.63 - \$3,147.54 Biweekly \$5,610.87 - \$6,819.66 Monthly
\$67,330.49 - \$81,835.98 Annually

OPENING DATE: 05/08/18

CLOSING DATE: 06/04/18

THE POSITION

The Sheriff's Office seeks a skilled Fiscal Analyst for their Administration Bureau. If you're ready for a challenging, fast paced work environment, and an opportunity to make a difference - you're ready for us!

In addition to starting salary up to \$39.21/hour* (\$81,835/year), we offer an additional hourly cash allowance of approximately \$600/month and a generous benefits package, including wellness and professional development funds.

When you join the Sheriff's Office you become part of a strong work family and rewarding work environment where you will gain the satisfaction of knowing you're working to better your community. You can also look forward to some excellent benefits* including:

- A cash allowance of approximately \$600 per month for full-time positions
- An annual Staff Development/Wellness Benefit allowance up to \$1,500
- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- Defined retirement benefit plan fully integrated with Social Security
- County contribution to a Retiree Health Reimbursement Arrangement
- 401(a) - 3% of Base Salary County Contribution
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range

The Sheriff's Office Fiscal Analyst's primary responsibilities are to develop, monitor, and manage the budgets of multiple operational units. This includes the preparation of projections and other financial reports/recommendations, conducting operational data and cost analysis, developing and administering grants and contracts, managing Requests for Proposals (RFP's), and preparing Board agenda items and special reports/presentations. The ideal candidate for the position will possess:

- Professional analytical and/or administrative management experience, which focused on budgets, grants, RFP's, and contracts
- Excellent written and oral communication skills
- Strong analytical skills, sound judgment, and a common sense approach to completing work
- Demonstrated organizational skills, and experience managing complex and diverse tasks and projects with competing priorities and deadlines
- A strong work ethic and the ability to adapt quickly and work effectively with minimal direction

- The ability to develop strong working relationships with, and work collaboratively with all levels of staff
- Extensive spreadsheet and database experience, knowledge of financial software systems is highly desirable

Serving the community since 1850, the Sonoma County Sheriff's Office employs over 675 staff who serve to protect Sonoma County residents. With two divisions and more than 30 different highly trained and specialized units, you can be confident that a career with the Sonoma County's Sheriff's Office will be anything but monotonous.

When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county - its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. For additional information about our community and the services the Sheriff's Office provides, please visit www.sonomacountyconnections.org and the [Sheriff's Office website](#).

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can be found in the [County of Sonoma Salary Resolution \(SalRes\)](#). The Civil Service title of this position is Department Analyst. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. *County employees who wish to be considered for future positions should consider applying to this recruitment.*

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic course work in public administration, business administration, management, accounting, political science, economics, statistics, English composition, psychology or closely related courses would provide such an opportunity.

Experience: Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, one year of full-time professional level staff experience related to general administration, accounting, budgetary analysis, or human resources work including research, analysis, and preparation of written reports and recommendations would provide such an opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: principles and practices of business and public administration as pertinent to area of assignment; principles, practices and political implications of decisions regarding budgeting, fiscal management, human resources and contract management; principles and methods of work planning, staffing analysis and project management; techniques and practices of research methodology, data collection, and analysis; report writing; application and use of basic statistics; the use of electronic information equipment and specific systems as used within the department.

Knowledge of: operations and functions of county government and the structure and function of the assigned department; modern supervisory management and human resources practice;

modern office methods and procedures.

Ability to: plan, organize, and conduct research, analysis and statistical studies related to the various aspects of administration, budget and general management matters; collect, compile and analyze qualitative and quantitative data; review and implement changes in work methods, systems and procedures; understand, interpret and explain laws, regulations and policies governing program operations; prepare budgets, grant applications, service contracts and complex narrative and statistical reports; communicate effectively orally and in writing, and present conclusions and recommendations before advisory and policy bodies; establish and maintain effective working relationships with management, employees, clients, and the public in carrying out sound management policies; understand program objectives in relation to departmental goals and procedures; organize and prioritize work assignments; persuade, examine, and project consequences of decisions and/or recommendations; analyze administrative problems and budget requests; use of electronic information equipment and specific systems as used within the department; effectively supervise the work of technical and office support staff.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria.

Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice,

and natural breaks in the scores achieved by this group of candidates.

BACKGROUND PROCESS

Being part of the Sheriff's Office and being expected to keep the public safe requires a thorough background investigation process. This process includes an assessment of prior work history, verifying educational experiences, court reports, public records searches, understanding past patterns relating to drug usage, financial patterns, etc. This entails gathering a significant amount of information from job candidates and speaking to former employers, friends, family members, etc. Polygraphs, drug tests, and medical, and physical examinations are also part of this process. Candidates must be honest and forthcoming about information that may arise during the background process. Deception during any portion of this process is grounds for disqualification, even after employment. This process can take anywhere from 3-5 months. Many factors are taken into consideration and one should not assume a credit issue or prior drug use is automatically disqualifying. Candidates will be given the opportunity to present mitigating information they feel should be considered. You are encouraged to be as responsive as possible while this process is taking place to help expedite the timeline, and we encourage you to stay patient and interested in this great career opportunity while this process is taking place.

Please read the [Sheriff's Office Pre-Employment Drug Use Guidelines](#) for further information.

You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG

HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/05-0826-O
SHERIFF'S OFFICE FISCAL ANALYST
CG

Sheriff's Office Fiscal Analyst Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- ☐ Association of Bay Area Governments (ABAG)
- ☐ California State Association of Counties (CSAC)
- ☐ CalJobs
- ☐ CareerBuilder
- ☐ Careersingovernment.com
- ☐ College or University

- ☐ Craigslist Sacramento
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien!
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Press Democrat
- ☐ Sacramento Bee
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

- * 2. Are you willing to undergo a thorough background investigation that will include a review of criminal, employment, educational, driving and credit records, a polygraph test, and an inquiry into your personal and social history, including your use of drugs and alcohol?

☐ Yes ☐ No

- * 3. Please describe your experience conducting research, analyzing data, and preparing written reports and recommendations. For each relevant position, include job title(s), employers name(s), employment dates, and a description of your primary duties.

- * 4. Please describe your experience with fiscal management and budgeting. Include the size and scope of the budget, what activities you performed prepare fiscal projections, and develop, evaluate, and monitor budgets.

- * 5. Please describe your experience:

- Identifying, applying for, and administering grants
- Drafting and administering contracts
- Working on Requests for Proposals (RFP)

- * 6. Please describe your experience administering, managing, and/or evaluating a process, program, or project. Specify your role and responsibilities, how you developed and reported on your recommendations, and the outcome.

- * Required Question

COUNTY OF SONOMA BENEFITS: MANAGEMENT*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution toward the premium of approximately \$500 per month.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

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