



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

Fiscal Operations & Budget 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: 07/24/18

CLOSING DATE: 08/07/18

THE POSITION

The Economic Development Board is seeking an experienced and dedicated professional to serve as their Fiscal Operations & Budget Analyst.

Starting salary up to \$39.21/hour (\$81,835/year) plus an additional cash allowance of approximately \$600/month.

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing that you're working to better our communities. You can also look forward to excellent benefits* including:

- An annual Staff Development/Wellness Benefit allowance up to \$1,500, and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 holidays per year plus an additional 8 floating holiday hours per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security
- Eligibility for a 5% salary increase after 1040 hours (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 Fiscal Operations & Budget Analyst assists the Director in the development and administration of budgets for the Economic Development Board (EDB) and the Economic Development Board Foundation (EDBF). In this role, you will:

- Oversee preparation of contract agreements including coordinating agreements, ensuring agreement terms, conditions, and insurance requirements have been met
- Review, verify, and process invoices by assigning them to the proper entity and processing payments through the County Enterprise Financial System (EFS) and QuickBooks
- Coordinate Requests for Proposals and award notices
- Prepare tax information for EDBF's CPA, assist with filling taxes and other non-profit documentation, and issue yearly 1099 forms
- Assist with department audits and the preparation of the yearly Foundation Annual Report
- Provide fiscal oversight of grants and reimbursements
- Analyze programmatic practices and procedures and recommend organizational, operational, policy, and procedural improvements
- Maintain administrative and fiscal records, prepare correspondences and Board agenda items

The ideal candidate will possess:

- Experience in budget development, including analysis of previous years' actuals and trends, projecting future department budgets, and tracking changes required by revenue sources
- The ability to project, assess, monitor, and control costs and revenues by preparing budget adjustments and estimates to ensure determined budgets are not exceeded
- Knowledge and experience in conducting analytical studies of organizational and operational activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow, space utilization, office automation, facilities, contract, and personnel management
- A thorough understanding of compliance and monitoring of professional service agreements and grants
- Proficiency with tax filings, annual reporting, and audit coordination
- Familiarity with Oracle PeopleSoft systems, accounts payable, accounts receivable, and contract systems

This recruitment is being conducted to fill a full-time Fiscal Operations and Budget Analyst position in the EDB Department. The Civil Service title of this position is Department Analyst. The employment list established from this recruitment may also be used to fill future full-time, part-time, or extra-help (temporary) vacancies as they occur during the active status of this list.

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.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will

be outlined in the conditional job letter. 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: ST

HR Technician: EP

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>

EXAM #18/07-0826-O

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

FISCAL OPERATIONS & BUDGET ANALYST
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Fiscal Operations & Budget Analyst Supplemental Questionnaire

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

- Alliance for Innovation
- Association of Bay Area Governments (ABAG)
- California State Association of Counties (CSAC)
- CalJobs
- Careersingovernment.com
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- La Voz
- Los Cien
- Monster
- Press Democrat
- 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. Please describe your education and/or training as it relates to the minimum qualifications of this position.

* 3. Please describe your professional private and public agency fiscal operations and accounting experience. Describe the position(s) you held, the duties you performed, and

any accounting and financial systems you utilized. Highlight your experience with reviewing, verifying, and processing invoices for accounts payable/receivable.

- * 4. Please describe your experience developing and maintaining budgets for a department or program. Highlight your experience with financial analysis, program control, monitoring revenues and expenditures, annual budget adjustments, and the preparation of budget reports.
- * 5. Please describe your experience preparing contract agreements for vendors, consultants, and grant recipients. Detail your experience with coordinating agreement execution, monitoring agreement terms and conditions, issuing contract payments or requesting draw-downs, and ensuring insurance requirements have been met.

* Required Question



COUNTY OF SONOMA BENEFITS: GENERAL*

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 and sick leave accruals, 11* paid holidays per year.

- *For the following business units, 12 paid holidays, and an additional 8 floating holiday hours per year, and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment:
 - Salary Resolution Number 95-0926
 - Service Employees International Union Local 1021 (SEIU)

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable Memorandum of Understanding MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

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

Retirement: 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 about benefit and compensation packages can be found in the MOUs located 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.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.