



City of Perris, California

EMPLOYMENT OPPORTUNITY

Principal Management Analyst

\$42.60 - \$51.78 Per Hour (Step A - E)

Plus Excellent Benefits

Note: Currently the City works a 36 hour workweek due to work furloughs

Deadline to Apply: August 17, 2017



DEFINITION

Under direction, to perform advanced level budgetary, financial, administrative, and analytical job duties for an assigned department and/or division; to oversee assigned administrative processes, procedures, and programs; and to provide highly technical and responsible assistance to assigned department and/or programs.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

MINIMUM QUALIFICATIONS

Experience: Two (2) years of administrative and analytical experience at a Management Analyst level, preferably within a local government environment, with related experience in the collection, compilation, and analysis of data involving financial, budgetary, or administrative issues. Training: Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree is desirable.

Become a part of a growing and exciting team. Perris provides an excellent career advancement opportunity. If you are looking for new challenges and an incredible career move, JOIN OUR TEAM today. Perris offers a great location, a challenging and rewarding work experience and outstanding benefits!

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: General principals and practices of municipal government management and business administration. Municipal program management, including grants, purchasing, finance, and budgeting. Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies, and procedures

Skill to: Operate modern office equipment including computer equipment and software. Operate a motor vehicle safely.

Ability to: Research, analyze, and evaluate programs, policies, and procedures. Prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues. Develop, administer, and monitor assigned budgets. Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities. Conduct research on a wide variety of administrative topics. Organize and direct the work of assigned staff. Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.



Great location, incredible opportunity.

General Benefits Overview

The City offers an exceptional benefit package which includes the following:

HOLIDAYS: The City observes twelve (12) holidays per year.

VACATION HOURS: Vacation accruals at six (6) hours per month which increases incrementally through year 7 to a maximum of 9 hours per month.

PAID LEAVE: Six (6) hours of sick leave per month of service. Other leaves provided include bereavement and jury duty leave.

ADMINISTRATIVE LEAVE: Twelve (12) days per year.

HEALTH BENEFITS: The City shall pay the median amount of all medical insurance offered for medical insurance premiums (currently \$1,680 per month) for the employee and two dependents.

DENTAL INSURANCE: The City will provide dental plan (HMO or PPO) for the employee and family.

VISION PLAN: The City will provide a vision plan with reimbursement up to six hundred fifty (\$650) dollars for employee or their family.

LIFE INSURANCE: The City will provide a life insurance policy for employees at the cost of two times the employees' annual base salary.

LONG TERM DISABILITY: The City shall contribute the full amount of the premium of a group long-term disability insurance policy.

RETIREMENT: Retirement benefits shall be provided at 2% @ 60 PERS retirement formula for existing PERS members or 2% @ 62 for new hires entering the CalPERS system for the first time (pursuant to the City's contract with PERS and as required by law). The employee is responsible for the full member contribution.

DEFERRED COMPENSATION: The City will match the employees' deposits up to four percent 4% of the total salary in a Deferred Compensation Plan.

EDUCATIONAL REIMBURSEMENT: The Educational Reimbursement Program shall consist of full reimbursement up to the limit of twenty five hundred (\$2,500) dollar per fiscal year.

Restrictions may apply. All of the above benefits are subject to change.



APPLICATION PROCESS

For optimal consideration apply immediately. Applications must be postmarked or received in the City of Perris Division of Human Resources before 6 p.m. August 17, 2017. The City of Perris does not accept faxed applications. Applications require an original signature.

This position is assigned to the Planning and Economic Development Department and there exists one vacancy to be filled by this recruitment.

Submit your application to:

Division of Human Resources
101 North "D" Street
Perris, CA 92570
(951) 943-6100

Download a City Application at:
www.cityofperris.org
EOE / ADA

SELECTION PROCESS

Possession of the minimum qualifications does not ensure that an applicant will be invited to the next phase of the examination process. The City reserves the right to invite only the most qualified applicants to participate in successive parts of the process. Accepted candidates may be required to pass a background investigation and a physical examination at the City's expense. In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required original documentation.

Deadline to Apply: August 17 2017

Posted: July 13, 2017

