



COUNTY OF GLENN



Is recruiting for a

ADMINISTRATIVE SERVICES ANALYST I/II– HHS/SSD

DEADLINE TO APPLY

Thursday, May 19th, 2022

COMPENSATION

I: \$23.45- \$28.51 Per Hour

II: \$25.65- \$31.19 Per Hour

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

[General Unit Summary of Benefits](#)

[Mid Managers Association Summary of Benefits](#)

THE SELECTION

PROCESS

Candidates must submit a completed job application, resume and cover letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

THE POSITION

This position located at the Health and Human Services Agency, Social Services Division, Special Investigation Unit, performs routine administrative and analytical work that may involve and/or emphasize the functional areas of: general and administrative support, fiscal and contract management, program analysis and compliance, and/or staff development and training. Incumbents gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees, and others to give and receive information; prepare reports, and make recommendations on procedures, policies, and program/functional issues and alternatives; prepare correspondence and perform other related duties as required. This position is full-time and is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to perform moderately difficult and complex journey-level administrative and analytical duties, including, social services hearings, and social services quality control/quality assurance case reviews.

WHAT YOU'LL DO

- Conducts a variety of routine surveys; performs routine research and statistical analyses on administrative, fiscal, personnel, and/or programmatic issues.
- Assists in coordinating and overseeing the administrative functions of the department; compiles materials; develops and prepares moderately complex reports, correspondence, manuals, publications, and other documents; obtains management review and approval as needed.
- Coordinates departmental activities with other departments, divisions, units, and outside agencies; represents the department in committee meetings; responds to complaints and requests for information.
- Analyzes basic administrative systems and practices, develops and recommends modifications and enhancements; coordinates implementation of changes.

A complete job description and list of duties can be found at www.countyofglenn.net

About Glenn County Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

ARE WE A MATCH?

- You are able to gather and analyze complex data.
- You have knowledge of general principles and practices of public and business administration.
- You are able to reason logically and critically.
- You have knowledge of basic governmental functions and organizations.

MINIMUM QUALIFICATIONS

EXPERIENCE:

I- One (1) year of general administrative support experience in a professional or technical capacity.

II- Either one (1) year as an Administrative Services Analyst I in Glenn County; or three (3) years of professional analytical journey level experience in any of the functional areas required by the position; general and administrative support, fiscal and contract management, program analysis and compliance or staff development and training.

EDUCATION:

I/II- Possession of a bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, organizational development, social work, education, human resources or a closely related field.

Substitution: Additional professional level experience in any of the functional areas noted above may be substituted for the required education on a year-for-year basis up to a maximum of two years.

LICENSE:

Possess and maintain a valid California driver's license.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Thursday, May 19th, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.