



COUNTY OF GLENN

An Affirmative Action – Equal Opportunity Employer
We encourage minorities, women and disabled individuals to apply. In addition, bi-lingual (Spanish, Hmong, Laotian) individuals are encouraged to apply.

HAS A JOB OPPORTUNITY FOR

ADMINISTRATIVE SERVICES ANALYST I/II

CLOSE DATE: Friday, October 23rd, 2020

SALARY RANGE: I – \$23.00-\$27.96 Per Hour
II – \$24.17-\$29.39 Per Hour
(New employees should anticipate being hired at the beginning of the salary range.)

FINAL FILING DATE: A complete application packet must be received in the Glenn County Personnel Department by **5:00 P.M., Friday, October 23rd, 2020**

THE POSITION

The Administrative Services Analyst I/II position 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 at the Glenn County Health and Human Services Agency. The Administrative Services Analyst II can be distinguished from the entry-level class of Administrative Services Analyst I because assignments at that level are more routine and repetitive in nature than those assigned to an Administrative Services Analyst II, and are performed under greater supervision and have less authority to act. This position is scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next six (6) months.

TRAINING AND EXPERIENCE

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.

Training: 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.

All applicants are encouraged to review a detailed job description available at <http://www.countyofglenn.net/dept/personnel/job-opportunities/job-descriptions> and apply only if they clearly meet the Minimum Qualifications for the position.

APPLICANT INSTRUCTIONS/INFORMATION - A COMPLETE APPLICATION PACKET MUST INCLUDE:

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

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 5:00 P.M., Friday, October 23, 2020.

GLENN COUNTY EMPLOYMENT APPLICATION: *Application forms must be filled out completely*; please do not include "refer to resume" on the application. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

Application forms may be completed on CalOpps.org or obtained from and returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. Sycamore Street, Willows, CA 95988
Telephone (530) 934-6451 – Fax (530) 934-6452
TDD – No Voice (530) 934-6444
Website: www.countyofglenn.net

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

VETERAN'S PREFERENCE POINTS: Applicants wishing to claim veterans' preference points for an open, non-promotional examination must attach a copy of their DD214 to their application at the time of submission. Submissions after the final filing date will not be accepted.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination and fingerprinting as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, an appropriate valid California driver's license. See Training and Experience for any additional required license or certification.

DEGREE OR CERTIFICATIONS: Copies of all required degrees and/or certifications, as outlined in the job description, must be provided. **Please include copies of all required educational degrees beyond high school and special requirement documents such as certificates, licensures, etc. in your job application packet if applicable.**

SELECTION PROCESS: The selection process may consist of an application evaluation, oral examination, written exam and fingerprinting process if applicable. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. Additional testing may be applicable. If you are selected for an interview, you will automatically be contacted.

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).

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated Clearinghouse.

HOLIDAYS: 13 paid holidays per year.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy. Glenn County participates in the California State Disability Insurance program.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security. Effective January 1, 2013 Local Miscellaneous Benefit Formula: Classic Member 2.5% @ age 55, New Member 2% @ age 62. Safety Benefit Formula: Classic Member 3% @ age 55, New Member 2.7% @ age 57.

VACATION: 0-2 Full years, 11 days; 3-12 full years, 16 days; 13-20 full years, 21 days; after 20 full years, 26 days.

LONGEVITY: 10+ Full years; 5%, 15+ full years; 6%, 20+ full years; 7%, 25+ full years; 8%, 30+ full years; 9%.

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.

THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY EMPLOYER. WE ENCOURAGE MINORITIES, WOMEN AND DISABLED INDIVIDUALS TO APPLY. IN ADDITION, BI-LINGUAL (SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE ENCOURAGED TO APPLY. WE ARE COMMITTED TO PROVIDING REASONABLE ACCOMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS WITH DISABILITIES WHO NEED A REASONABLE ACCOMMODATION DURING THE APPLICATION OR SELECTION PROCESS SHOULD CONTACT THE PERSONNEL DEPARTMENT.