



# COUNTY OF GLENN



Is recruiting for an

## ADMINISTRATIVE SERVICES ANALYST II— Behavioral Health

### DEADLINE TO APPLY

**Tuesday, January 25th, 2022**

### COMPENSATION

**\$25.65—\$31.19 Per Hour**

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

Plus an excellent benefits package:

[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 performs moderately difficult and complex 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, staff development and training. The incumbent will gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees, and others, to give and receive information. This position is located in the Compliance and Quality Improvement Unit in the Behavioral Health Division of the Health and Human Services Agency, and is a full-time position working forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will prepare reports and make recommendations on procedures, policies, and program/functional issues and alternatives and prepare correspondence and performs other duties as required.

### WHAT YOU'LL DO

- Plans, identifies, and analyzes program administration problems and develops solutions.
- Reviews regulatory materials to evaluate program impact; reviews and revises current systems, policies, and procedures.
- Coordinates multi-disciplinary groups for program systems review.
- Develops program compliance procedures.
- May coordinate investigations related to civil rights issues in departmental programs and services, state hearing issues, and issues related to unethical and improper conduct; conducts and participates in training and education programs regarding such issues.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 28,122 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 theories, principles, goals, and objectives of public social services.
- You are able to build coalitions among groups with differing needs and objectives.
- You have knowledge of laws, rules, and regulations governing assigned program areas.
- You are able to plan and evaluate mental health service programs.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

One (1) year as an Administrative Services Analyst II 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.

**AND**

### **EDUCATION:**

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 progressively responsible 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:**

Possession of, or ability to obtain, a valid California driver's license.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Tuesday, January 25, 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.