

The County of Placer, California
Is seeking a highly skilled professional for the position of

MANAGEMENT ANALYST – SENIOR

(TAHOE)





COUNTY EXECUTIVE OFFICE – NORTH LAKE TAHOE

The County Executive Office at North Lake Tahoe provides assistance on a variety of projects and programs for Tahoe residents, visitors, and local businesses, including those led by other county departments, such as the Department of Public Works, Community Development Resources Agency, Facility Services, and the Successor Agency. The County Executive Office is also responsible for supporting and implementing Board policies and priorities, providing organizational direction and leadership, coordinating strategic and regional planning efforts, and fostering efficient and effective management of county workforce and activities.

THE OPPORTUNITY

This North Lake Tahoe-based position reports to and provides support to the Principal Management Analyst and is different in scope from typical Senior Management Analyst positions, with less focus on departmental budgets and more focus on coordination of service delivery in a discrete region of Placer County. Some of the typical duties of this Tahoe-based position include, but are not limited to, the following:

- Research and apply Land Use and Public Code
- Support processing and facilitation of priority community and land development projects
- Responsible for business development program, including contract management and coordinating with CDRA to facilitate small business project and

licensing processes

- Update and maintain the Tahoe main and CEO Tahoe webpages
- Participate in and lead various committees as needed
- Establish stakeholder presence for business associations and economic development opportunities
- Act as direct liaison with CEO administration – fiscal/budget operations and activities
- Prepare, manage, and develop systems to monitor contracts and agreements
- Network and participate in events with property and business partners
- Prepare presentations, reports, spreadsheets, and PowerPoint presentations
- Represent the County at various meetings, including local, state, federal, and regional agencies
- Provide staff support to or lead special projects as assigned in eastern Placer County
- Analyze Tahoe tourism economic data
- Identify trends and make policy recommendations





PLACER COUNTY

Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, the quality of life in Placer County is truly the key to its attractiveness as a place to live and work. Scenic Lake Tahoe was voted “America’s Best Lake” by readers of USA Today. The North Lake Tahoe area is an outdoor recreation mecca, boasting numerous rivers, lakes, public parks, hiking and biking trails, and the greatest concentration of ski resorts in North America. Tahoe City sits on the shore of Lake Tahoe at the headwaters of the Truckee River (Lake Tahoe’s only outlet). This distinctive locale also has diverse education options, close-knit communities, and a small town feel with access to fine dining, shopping, and myriad cultural activities.

Placer County is an extraordinary community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from high quality educational, safety, and healthcare infrastructure, in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County (located in Auburn) is well positioned 30 miles northeast of Sacramento, the State capital. The total population is approximately 370,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, which also includes the counties

of El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba. Lake Tahoe is a short 90-minute drive from the western-most points of the County.

COUNTY GOVERNANCE AND ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder- Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall) are responsible to the Board on budgetary and operational issues; and the non-elected department heads report to the County Executive Officer. Placer County is stable financially due to fiscally prudent decision-making and effective policy setting over the past few decades. Given this stability, the County has been able to achieve its mission to provide responsive, efficient, and effective public services in keeping with its budget and financial policies. The County’s proposed budget for FY 2018/19 is \$939.5 million with a staff of approximately 2,650.

THE IDEAL CANDIDATE

Experience and Education

Qualified candidates will possess two years of responsible analytical experience performing duties similar to a Management Analyst II with Placer County. Candidates will also need to possess the equivalent to a Bachelor's degree from an accredited college or university with major coursework in business or public administration, political science, finance, economics, or a related field.

Relevant, equivalent experience (performing the same or similar job requiring similar knowledge, skills, and abilities) may be substituted for the required education. Applicants receiving their degree outside the United States must submit proof of accreditation by a recognized evaluation agency.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$89,315 – \$108,534 (starting salary is dependent upon qualifications and experience), plus an additional \$825 per month Tahoe Branch Assignment Premium. In addition, the County offers an attractive benefits package including:

- Annual Leave: The County provides management employees 100 hours of management leave to be used as time off or paid in cash. Employees also receive thirteen paid holidays per year and accrue 10 – 25 days of vacation annually based on years of service.
- Cafeteria Plan: The County provides \$2,100 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account, or a sponsored 401(k) plan.

- Health, Dental, and Vision Insurance: Choice of health insurance plans provided through CalPERS with the County paying 80% of the selected plan's total premium. The County pays for employee dental and vision insurance; dependent coverage is available at employee's expense.
- Life Insurance: County provided: life insurance \$50,000 and accident policy of \$10,000.
- Retirement Plans: The County participates in Social Security and the California Public Employees' Retirement System (CalPERS).

TO BE CONSIDERED

To apply for this excellent career opportunity, please submit an application, Training and Experience Supplemental Questionnaire (examination), and **required writing sample** via the Placer County website www.placer.ca.gov/jobs by 5:00pm Friday, October 26, 2018. Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment physical examination and a background investigation, including fingerprint clearance.

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.



Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law.