



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

MANAGEMENT ANALYST, LIMITED TERM # 420

(Part-Time: 20 Hours/Week)

Hiring Range: \$29.99 to \$38.99 hourly

First Review of Applications: Monday, April 4, 2011

This position is an at-will part-time limited term position with an average of 20 hours per week. The position reports to the Facilities Supervisor within the Administration Group. This position will work closely with the Facilities Supervisor preparing scopes of work for RFP's, developing policies and procedures, and performing other analytical assignments.

Other Significant Functions include:

- Develop scopes of work for RFP's for consultants and vendors in the areas of office equipment, inventory analysis, and records management.
- Analyze and develop operating policies and procedures for the division.
- Develop user manuals for existing office equipment and applications used within the Facilities Division.
- Review and analyze agency documents and records to implement record management policy and procedures.
- Conduct surveys and perform research and statistical analysis on administrative and operational problems or issues.
- Coordinate activities and events with other departments.
- Participate in presentations to executive management.

Ideal Candidate Qualities

- Policy and procedure development experience
- Experience in developing statements of work for proposals
- Records management experience
- Strong technical writing skills
- Proficiency with Excel, PowerPoint and MS Word

Minimum Qualifications

Education and Experience: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field and two years of administrative and analytical experience in the collection, compilation, and analysis of data involving administrative, operational, and contract issues. A Master's degree and local government experience are desirable.

Knowledge of: Research and reporting methods, techniques and procedures; sources of information related to a broad range of government programs, services and administration; office procedures, methods, and computer software and hardware; records management.

Ability to: Prepare clear and accurate technical reports and presentations; research, analyze, and evaluate programs, policies, and procedures; perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; interpret and apply Federal, State, and local procedures, laws and regulations; understand the organization and operation of the division and organization to perform assigned responsibilities.

APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and and resume to:

Southern California Association of Governments

Attn: Human Resources Office

818 West 7th Street, 12th Floor

Los Angeles, California 90017

(213) 236-1931

(213) 630-1493 fax

www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

Qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above.

The selection process may consist of an application screening, oral presentation, written examination, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening and financial history may be conducted for certain classifications.
- Employees in limited term assignments serve no probationary period and do not accrue seniority. This is an at-will assignment and employees can be discharged at any time.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800 towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Accrue 3.0769 hours for every 80 hours worked.
- **Sick Leave:** Employees earn sick leave at the rate of 3.6923 hours for every 80 hours worked.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$230 towards monthly bus pass, vanpool, or Metrolink, or \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.

- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-nine cities, 38,000 square miles and a population of 18 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

SCAG's main office is located in bustling downtown Los Angeles. SCAG also has five regional offices located in each of its represented counties; Imperial, Orange, Riverside, San Bernardino and Ventura. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.