



San Mateo County Harbor District
504 Avenue Alhambra, 2nd Floor
El Granada, CA 94018
(650) 583.4400- www.smharbor.com

The San Mateo County Harbor District Invites Applications for the Position of **Administrative Analyst** **\$5,409 to \$7,256 per month**

Ideal Candidate

The ideal candidate for the FLSA exempt, unrepresented and confidential position of Administrative Analyst has at least two years' public agency experience in performing highly responsible administrative and analytical duties in support of agency operations. Experience in employee benefits, recruitment and selection, risk management, labor negotiations, and information technology is highly desirable. The ideal candidate must be skilled in conducting complex research and analysis, have strong critical thinking skills and be comfortable exercising independent judgment, advising staff and making recommendations.

Essential Duties and Responsibilities:

- Evaluates policies and procedures and recommends and implements changes to improve efficiencies or ensure compliance with guidelines, laws or regulations.
- Conducts special research projects, including gathering, compiling and analyzing information; provides alternatives and makes recommendations on courses of action.
- Prepares complex reports, manuals, requests for proposals and other documents for special projects, programs and research.
- Compiles information and maintains complex databases for tracking information for reporting purposes.
- Prepares and administers contracts for projects and programs including determining sources and vendors, coordinating activities and tracking expenditures.
- Assists Finance Managers by coordinating and compiling data to aid budget preparation.
- Receives and responds to questions from the public, outside agencies and District staff.
- Provides information, statistical analysis, and surveys for salaries and benefits.
- Performs professional activities related to employee recruitment and selection.
- Interprets and explains memoranda of understanding, resolutions and personnel rules and regulations to managers and employees.
- Performs professional analytical activities and participates in the administration and analysis of the District's benefits programs including Workers' Compensation, safety, health, training, disability, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation, retirement and leave.
- Assists in the review, and administration of benefits contracts and consultants providing benefits advice to the District; provides benefits information and related materials and prepares benefits-related policies and procedures.
- Assist with labor negotiations by gathering data and making recommendations.
- Coordinates the purchase, delivery, and ongoing servicing of the District's phone, internet, and computer software and hardware systems.
- Interprets and explains District policies to managers and employees.

Minimum Qualifications

Education, Training, and Experience:

Any combination of education and experience that provides the knowledge, skills and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- A Bachelor's degree in public administration, public policy, human resources, business administration or a related field.
- Two years' of increasingly responsible professional administrative and analytical experience. Experience in a public agency is highly desirable.

Application Procedure:

To be considered for this exciting opportunity, candidates should complete an online application and the required Supplemental Questionnaire through CalOpps.org. Please search for San Mateo County Harbor District positions on CalOpps, or follow the link below directly to our CalOpps page:

<https://www.calopps.org/ViewAgencyJob.cfm?ID=29224&kw=>

Deadline to apply: January 20, 2017

All required applications materials must be submitted and received by the final filing date. Inquiries may be directed to hquinn@rgs.ca.gov.

Selection Process:

It is important to complete all required application materials. Applications will be reviewed in detail to identify the most qualified candidates to interview. One or more selection processes will occur during the week of February 13, 2017.

Neither Regional Government Services nor San Mateo County Harbor District are responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application process or selection process should advise Human Resources by emailing hquinn@rgs.ca.gov.

Benefits Overview:

- Medical, Dental, Vision, and Life Insurance
- Vacation and Sick Leave currently as Personal Time Off
- 13 Paid Holidays
- CalPERS Retirement
 - 2.5%@55 for classic members
 - 2%@62 for new members

About the San Mateo County Harbor District:

The San Mateo County Harbor District operates both the Pillar Point Harbor in Half Moon Bay, and the Oyster Point Marina in South San Francisco. Pillar Point is a protected harbor of refuge and is the homeport to a vital commercial fishing industry, sport fishermen, and recreational boaters. The Harbor has 369 berths and an inner and outer breakwater, making it one of the safest harbors in the United States. Pillar Point is unique in that it provides search and rescue services to all boaters in San Mateo County. Over the past two decades, its dedicated crew performed an average of 110 rescues annually, saved more than 100 lives and millions of dollars in boats and equipment. With 455 berths, a boat launching ramp, fuel dock, fishing pier, park, and small sandy beach, the Oyster Point Marina offers something for everyone, from serious boaters and fishermen to families looking for a day of hiking and beach time.

The District has 33 employees and its administrative offices are located in El Granada, north of Half Moon Bay. The region is known for its stunning coastal landscapes of rugged mountains and beaches, along with endless recreational resources including copious hiking trails, redwood forests, quaint shops, farm-to-table dining including produce from local farms, some dating back to the 1800s. And with San Francisco just 35 minutes to the north, there are unlimited possibilities for adventure, culture, relaxation and fun.

THE SAN MATEO COUNTY HARBOR DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER