

**CPS HR CONSULTING**  
invites applications for the position of:



## **Administrative Analyst III (MSS Class Title: Staff Services Analyst III)**

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<b>SALARY:</b>	\$4,601.00 - \$5,589.00 Monthly
<b>DEPARTMENT:</b>	Eastern-Sierra Regional Department of Child Support Services
<b>OPENING DATE:</b>	11/28/18
<b>CLOSING DATE:</b>	12/14/18 11:59 PM

**TENTATIVE ORAL EXAM DATE - WEEK OF:** 01/14/2019

### **POSITION INFORMATION:**

Under direction, the Staff Services Analyst III leads and/or performs complex professional-level analytical duties involving general administrative, personnel, staff development, statistical, fiscal, and/or program work; and performs other work as required.

This is the advanced-journey/specialist level class in the professional Staff Services series. Similar to the Staff Services Analyst I/II, a Staff Services Analyst III may supervise subordinate clerical or technical staff. However, unlike a Staff Services Analyst I/II, a Staff Services Analyst III typically has responsibility for one or both of the following:

Serving as a lead worker over a staff support services unit by assigning, monitoring, and reviewing the work of other professional analysts engaged in general administrative, personnel, staff development, fiscal, and/or program analytical work. Rarely, an incumbent may directly supervise another analyst when the lower level analyst's assignments involve the more routine and repetitive work, and where supervision of that employee is ancillary to the incumbent's preponderant duties.

Performing the more advanced and complex analytical work in the work unit. This typically includes coordinating department-wide administrative activities and/or projects. Duties require advanced and extensive knowledge pertaining to administrative service functions.

The Staff Services Analyst III differs from the Staff Services Analyst II in that incumbents in the latter class do not lead the work of other analysts nor are they typically assigned to coordinate specialized administrative functions with department-wide scope. This class also differs from the class of Supervising Staff Services Analyst in that the latter is preponderantly a first-level supervisor over a group of analysts. Finally, this class differs from Staff Services Analyst Manager in that the latter is the highly advanced level in the Staff Services Analyst series where incumbents serve as functional managers (e.g., as a fiscal administrator or officer) over a complex staff services function but may not have first-line supervisory responsibility over other analysts.

### **MINIMUM QUALIFICATIONS:**

**Pattern 1:** One (1) year of full-time experience as a Staff Services Analyst II;

**OR**

**Pattern 2:** Graduation from an accredited college or university with a bachelor's degree; **AND** Two (2) years full-time professional experience performing general administrative, statistical, personnel, fiscal, program, or staff development analytical work.

Substitution: Additional progressively responsible professional experience performing analytical duties (which require considerable independence performing, compiling, organizing and evaluating information and prepared reports) in any of the functional areas noted above may be substituted for the required education on a year-for-year basis.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

## **SUPPLEMENTAL INFORMATION:**

### **ADDITIONAL INFORMATION**

- A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- As a condition of employment, the County of Del Norte will require proof of ability to work in the U.S.
- Position may require pre-employment drug testing, physical, and fingerprinting for a background investigation.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

### **VETERANS PREFERENCE**

If you would like to request Veteran's preference points as part of the application packet, please attach a copy of your DD-214 form to your application.

### **EXAMINATION INFORMATION**

If supplemental questions are included as a part of this job bulletin, applicants may be rated based upon their responses to the supplemental questions. If rated, only those that are determined to be highly qualified will be invited to participate in the next step of the selection process.

### **SPECIAL TESTING ARRANGEMENTS**

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CPS HR Consulting at [mss@cpshr.us](mailto:mss@cpshr.us) or 916-471-3507 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

### **ABOUT EASTERN SIERRA**

#### **City of Bishop**

The City of Bishop, with a population of over 3,000, is the only incorporated city in Inyo County. The greater Bishop area is home to over 12,000 residents.

Inyo County, with a population of approximately 18,000 residents, is located on the eastern side of the Sierra Nevada Mountain Range, south of Yosemite National Park. It is a land of magnificent natural diversity. Mount Whitney is the highest peak in the lower 48 states; Death Valley is the lowest point in the U.S. The County also encompasses the John Muir Wilderness. The County is known for the cleanest air quality, purest water and one of the safest environments in the state.

#### **Town of Mammoth Lakes**

The Town of Mammoth Lakes, with a population of approximately 7,093 is the most populated area of Mono County. The County Seat is located in picturesque Bridgeport located 360 miles north of Los

Angeles and 182 miles southeast of Sacramento.

Mono County, with a population of approximately 12,853, is set on the eastern slopes of California's Sierra Nevada Mountain Range. It is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes, bubbling hot springs and cold mountain streams, winter snows and sunny summer skies. The County offers numerous recreational opportunities for the outdoor enthusiast.

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/cpshr>

2450 Del Paso Road  
Suite 220  
Sacramento, CA 95834  
(916) 471-3507

[recruitmentsolutions@cpshr.us](mailto:recruitmentsolutions@cpshr.us)

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Position #MSS00363  
ADMINISTRATIVE ANALYST III (MSS CLASS TITLE: STAFF  
SERVICES ANALYST III)  
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