



IN ASSOCIATION WITH

CPS HR CONSULTING

CPS HR CONSULTING  
invites applications for the position of:

## Administrative Analyst II (MSS Class Title: Staff Services Analyst II)

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**SALARY:** \$4,660.00 - \$5,668.00 Monthly  
**DEPARTMENT:** Inyo County Health and Human Services  
**OPENING DATE:** 09/09/19  
**CLOSING DATE:** 09/23/19 11:59 PM  
**TENTATIVE WRITTEN EXAM DATE:** 10/12/2019

**TENTATIVE ORAL EXAM DATE - WEEK OF:** 10/28/2019

### POSITION INFORMATION:

The Staff Services Analyst I/II classes are responsible for performing professional level analytical duties involving general administrative, staff development, fiscal, and/or program analytical work. Incumbents gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees, and others to give and receive information; prepare reports and make recommendations on procedures, policies, and program/functional area issues and alternatives; serve as contact and liaison with state regulatory and oversight agencies, review and analyze proposed legislation and advise management on the potential impact; make decisions in financial, and other administrative systems of average to difficult complexity; prepare correspondence; and perform other related duties as assigned. Incumbents do not supervise other professional staff, but may supervise clerical and/or technical employees as an ancillary duty (not as the preponderant responsibility of the position).

The Staff Services Analyst II is the journey level in the series. Incumbents work under direction and are responsible for performing the full range of duties at the journey level and working independently. This class differs from the Staff Services Analyst III in that the latter is the advanced journey-level class in the series where incumbents typically serve as lead workers over other analysts and/or are assigned the more highly specialized and complex duties in their work units, often involving department-wide responsibilities and assignments.

At the Staff Services Analyst II level, assignment can be in any one the following options: staff development, fiscal, or program analysis; or, incumbents may be assigned to perform general duties that encompass a broad scope of administrative analytical functions and areas of responsibility. For positions specifically assigned to a specialized option, specific minimum qualifications and recruitments are permitted.

### MINIMUM QUALIFICATIONS:

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

**OR**

**Pattern 2:** Graduation from an accredited college or university with a bachelor's degree;

**AND**

Depending upon the option recruited for, one (1) year of full-time professional experience performing analytical work in the following areas: general administrative, personnel, fiscal, program, or staff development.

Substitution: Additional progressively responsible professional experience performing duties (which require considerable independence performing, compiling, organization 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 will 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.
- Current and future vacancies will be filled contingent upon continued funding; should funding cease, the position will be eliminated.
- 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. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. Applicable 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.

### **VETERAN'S 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, life events (i.e. weddings, funerals, graduations, etc.), or for religious reasons. If you require such arrangements, please contact CPS HR Consulting at [recruitmentsolutions@cpsshr.us](mailto:recruitmentsolutions@cpsshr.us) or 916-471-3507 a minimum of five business days prior to the scheduled examination date. Documentation may be required.

Link to full document: <https://cpsshr.sharepoint.com/:w:/r/sites/MSS1/Recruitment%20and%20Selection/Exams/Accommodation/Guidelines%20for%20Testing%20Accommodations.docx?d=w36e1980981e2442f973b81fc6851146d&csf=1&e=4a5Pqx>

### **ABOUT INYO COUNTY**

Self-proclaimed as the Adventure Capital of the World, Inyo County offers natural and extreme geographic diversity. From Mount Whitney, the highest peak in the 48 contiguous US states to the lowest elevation in North America at Badwater Basin in Death Valley National Park, Inyo County has the greatest elevation difference of any of the California counties. The County is also home to the oldest life forms in the world with the Great Basin bristlecone pines, and notably the oldest living tree on Earth. Inyo County is the second largest in area in California, and the Death Valley area comprises half of the County. With these extremes of nature, as you would expect, there are abundant activities, including world class alpine climbing, backcountry skiing, hang gliding, and mountain biking. There is a wealth of beauty to be found in the peaceful desert, mountain streams, granite peaks, wildflower covered meadows, and the historic John Muir Wilderness. The rich natural history and breathtaking scenery make Inyo County a favorite location for visitors and residents alike.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/mss>

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Position #MSS00923  
ADMINISTRATIVE ANALYST II (MSS CLASS TITLE: STAFF  
SERVICES ANALYST II)  
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