

MANAGEMENT ANALYST I/II



The City of Fairfield is now Hiring for two Management Analyst I/II positions in the Finance Department. Government cannot operate without effective financial management. This is an exciting opportunity to join this busy and highly effective team.

COMMUNITY

Fairfield is a vibrant and diverse community with respect for its heritage and a vision for the future. Fairfield combines a prime commercial real estate location, room for growing businesses, and a large and talented work force. Affordable housing, good schools and close proximity to many of the San Francisco Bay Area's world-famous destinations make Fairfield attractive for employers and workers.

DEPARTMENT OF FINANCE

The mission of the Department of Finance is to protect and enhance the City's financial security, safeguard City Funds, provide fiscal information in support of City decision-making and to provide high quality financial services.

THE POSITION

To perform professional administrative, analytical and technical duties in conducting comprehensive analyses, including financial review and budgetary analysis and coordination of municipal policies, organization, procedures, finance and services; to serve as policy analyst in a City department; to develop, implement and administer assigned program responsibilities, including budget preparation and financial management; to demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties.

The Finance Department is responsible for a wide range of financial duties including general finance, procurement, accounting, budget administration and the general liability/risk insurance for the City of Fairfield.



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



COMPENSATION & BENEFITS

The annual salary range for the Management Analyst I/II is \$80,639.52 - \$98,17.92.

Placement within the stated range will be based upon the selected candidate's experience and qualifications.

- CalPERS pension eligibility
- Generous contributions to medical, dental, and vision plans
- 144 hours of personal leave (cashable) annually, plus vacation and sick leave
- City paid life insurance and contributions to deferred comp and retirement health savings

QUALIFICATIONS & EXPERIENCE

EDUCATION

Bachelor's degree from an accredited college or university with major course work in public administration or a closely related field is required. Master's degree in economics, public administration, finance, business administration, or information systems is preferred.

LICENSE AND/OR CERTIFICATE

Possession of a valid Class C California Driver's License is required.

EXPERIENCE

MANAGEMENT ANALYST I

One year of professional level experience that demonstrates application of the above knowledge, skills and abilities in either the private or public sector is required; public sector experience is preferred.

MANAGEMENT ANALYST II

Three years of progressively responsible professional experience that demonstrates application of the above knowledge, skills and abilities in either the private or public sector; public sector is preferred.

IDEAL CANDIDATE

Risk Management - Management Analyst I

The Ideal Candidate will have experience reviewing and processing insurance claims and settlements as well as demonstrated experience in safety management along with general financial administrative management skills including but not limited to legislation and policy review, data analysis and making policy recommendations.

Finance Administration - Management Analyst I/II

The person selected for this position will be flexible and possess the ability to manage multiple priorities and a variety of tasks. Procurement and payroll financial analysis are highly desirable along with general financial administrative management skills including but not limited to revenue tracking, performing banking transactions, legislation and policy review and data analysis.