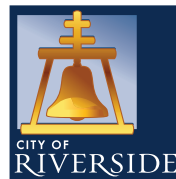




MANAGEMENT ANALYST

City of Riverside, California





A City of Arts & Innovation

With a vibrant population over 317,000, Riverside is the economic and cultural heart of the Inland Southern California region, and is quickly becoming one of California's most diverse and successful cities.

Riverside's historic legacy begins with its citrus heritage. After the city's incorporation in 1883, it quickly became the economic leader of Southern California's booming citrus industry. By 1885, Riverside was one of the wealthiest cities in the nation. Riverside's success in attracting national interest and investment during this period left a lasting imprint and is celebrated today in the citrus groves along Victoria Avenue and in the California Citrus State Historical Park.

Fast forward to the 21st century. Riverside continues to thrive, experiencing growth as a university community of more than 50,000 students, as an innovative community of hi-tech and bio-tech companies, and as the Justice Center of the Inland Empire. Its ideal location 50 miles east of Los Angeles and 30 miles north east of Orange County make it an ideal place for doing international business. **For more information on the City of Riverside, visit RiversideCA.gov.**

Overview:

The City of Riverside Finance Department is seeking an innovative and dynamic individual for the position of Management Analyst to join a high performing Budget Team that will implement Riverside's Financial and Budget guiding principles. The Management Analyst reports to the Budget and Revenue Manager and will be part of the development and management of the City's biennial budget, Capital Improvement Program budget, five-year financial plans, cost allocation plan, user fees and rates, positions control, and strategic planning and policy development related to the assigned areas of the budget. The Management Analyst will also provide analytical support to the senior management of the Finance Department.

During the FY 2016-2018 Two-Year Budget process, the City Manager's Office adopted guiding principles to the City's financial and budget roadmap: 1) Accuracy (detailed and timely documentation of the City's financial position on an ongoing basis); 2) Financial Responsibility (assessing the City's financial needs and managing resources effectively and efficiently); 3) Fiscal Discipline (ensuring that spending during the year occurs within budget, and recognizing early warning signs); 4) Management Action (swift response to any major financial imbalances, in revenues or expenditures compared to budget); and, 5) Transparency (open and engaging communication with residents, businesses, City employees and unions).

Example of Duties:

- Participate in staff research and analyses activities regarding various financial related projects, such as development impact on city services and costs thereof; analyses of changing services and impacts upon fees and charges; analyses of alternative methods of financing; and review and follow-up of federal and state proposed and implemented legislation.
- Assist with the development, review and analysis of budgeted revenue estimates, and fund sheets for the preliminary and final budgets.
- Assist in the preparation of annual cost control study and cost allocation plan reports.
- On a regular basis, update the City's User Fee study and prepare internal service fund allocations for the budget.
- Participate in the development of schedules, format and procedures for budget preparation and control.
- Participate in the review and analyses of departmental budget estimates; participate in the development of preliminary and final City budgets.
- Assist in presenting and justifying the annual operating and revenues, departmental budget estimates, and capital improvement budgets to the City Council.
- Participate in budget conferences and make recommendations on budget requests.

MANAGEMENT ANALYST

Salary: \$54,192 - \$72,612 Annually

This position is eligible to receive merit based pay of up to 15% above the salary range based on documented outstanding performance and at the discretion of the City Manager. **Merit Range: \$72,612 - \$83,508 Annually

Education:

The equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, accounting or a closely related field. Two years of professional experience may substitute for two years of the required education on a year-for-year basis.

Experience:

A range of 0-3 years of experience in governmental budgetary, finance, and revenue analysis and projections activities, preferably in municipal government. A master's degree may substitute for one year of experience.

Highly Desired Qualifications:

- Three years local government experience
- Advanced proficiency with spreadsheets and report writing
- Experience with centralized and/or ERP financial systems
- Excellent customer service skills
- Experience working with multi-functional project and operational teams
- Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, or Economics

Knowledge:

The highly qualified candidate will have knowledge and experience in local government, possessing knowledge of financial and/or budget principles and practices for local government. This includes tracking revenue and expenditure; monitoring budget to actual; conducting research to prepare staff reports, periodic reports, and ad hoc reports; coordinating the flow of information between staff, departments, or divisions; collecting, organizing, and analyzing data and information to identify trends and patterns; maintaining a library of policies and procedures; and, providing analytical support to management.

Ability:

The Management Analyst will be a motivated self-starter who continuously learns and improves; contributes value to the Budget Team, the Finance Department, and the City of Riverside; develops and maintains effective work relationships with employees at all levels of the City and the public; works cohesively with teams and work groups to collectively find solutions to complex problems and issues; coordinates and facilitates the implementation of processes and procedures to ensure compliance to established policies and guidelines; conducts research on operational issues to recommend process and procedure improvements; and, exercise common sense, good judgement, and logic.

Open Until Filled
Please apply at RiversideCA.gov/Jobs



Benefits:

The City offers an attractive benefits package, the central provisions of which are as follows:

Retirement for Classic Members - For employees hired after 1/1/2013 who are CLASSIC MEMBERS of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2.7 % @ age 55; 3 year final compensation. The required employee contribution is 8%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.

Retirement for New Members - For employees hired 1/1/2013 or later and who ARE NOT a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% at age 62; 3 year final compensation. The required employee contribution is 7%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.

Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Deferred Compensation, Leave Benefits, Flexible Spending Account, Long Term Disability

For additional benefits information, please visit:
RiversideCA.gov/Human/Benefits

CONNECT WITH US



RiversideCA.gov/SocialMedia
[#ILoveRiverside](https://twitter.com/ILoveRiverside)