



City of Mountain View

Now accepting applications for:

ANALYST I/II (HOURLY)

\$48.59 to \$72.54 Hourly*

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will close **at 5:00 p.m. PST on Friday, September 20, 2024**. Depending on the number of applicants this process may be altered.

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

What's the Role?

We're looking for **TWO detail-oriented and collaborative** professionals to take on the role of Analyst I/II (Hourly). You will join a **fast-paced, dynamic team environment**, performing analytical and technical assignments within the Rent Stabilization Division of the Housing Department. This position will help implement the Utility Adjustment petition process from start to finish including assisting property owners and tenants; assessing submissions; performing complex calculations; and effectively and efficiently implementing administrative processes. If you are looking to make an impact in the Mountain View community, this position is for you! Review our detailed job description [here](#).

The Essentials

Analyst I

- No experience required. Graduation from an accredited college or university with a bachelor's degree in public or business administration or closely related field; **OR**
- Associate of arts degree and two years of full-time experience at the equivalent of the Administrative Aide level with the City of Mountain View.

Analyst II

- Two years of full-time analytical experience equivalent to the position of Analyst I with the City of Mountain View.
- Graduation from an accredited college or university with a bachelor's degree in public or business administration or closely related field.

Bonus Points

- Experience working in a public agency or private corporation in a related field.
- Bilingual in Mandarin and/or Spanish.

What You'll Do

- Provide exceptional one-on-one customer service to petitioners and respondents.
- Review petition forms, attachments and documentation for completeness.
- Ensure adherence to and compliance with the Community Stabilization and Fair Rent Act (CSFRA) and regulations.
- Independently exercise astute analytical capabilities to determine accuracy of petition submissions and calculations.
- Document and communicate all steps and outcomes of the process.
- Maintain records and perform statistical analysis and reporting.

Are We a Match?

- You work well in a **fast-paced, team-oriented** environment.
- You're able to work in **partnership** with customers and departments to make sure their needs are met.
- You enjoy analyzing and **resolving** complex challenges.
- You are **detail-oriented** and organized to keep track of complex processes and outcomes.
- You are a person who enjoys working with the public and has superior **analytical and computer skills**.
- You take pride in the **accuracy** of your work.
- You are excited to improve, model and market our unique and wonderful **workplace culture**.

Follow us on LinkedIn:



<https://www.linkedin.com/company/cit-y-of-mountain-view/>

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.