



# THE CITY OF HUGHSON

INVITES YOU TO APPLY FOR  
THE POSITION OF

## MANAGEMENT ANALYST

**Deadline for Filing:**  
**September 23, 2024**  
**by 5pm**

**Panel Interview:**  
**Tentative -**  
**September 25-27, 2024**

**Submit Application and  
Resume to:**

**Ashton Gose, City Clerk  
City of Hughson  
7018 Pine St./PO Box 9  
Hughson, CA 95326**

**Or**

**[agose@hughson.org](mailto:agose@hughson.org)**



Applications can be found on our website:  
**Employment Opportunities | Hughson CA**  
**([cityofhughsonca.gov](http://cityofhughsonca.gov))**

*Vision Statement – “To preserve Hughson’s unique spirit, heritage and character, while creating an undeniably great place to be.”*

## **THE POSITION**

Under general direction, performs a wide variety of professional, administrative and analytical duties in support of the City’s community development functions, including, but not limited to, public works, water, and wastewater; assists in the preparation and administration of the department budget; a liaison between the Public Works/Utilities Divisions and other City departments.

This classification is distinguished from the next higher classification of Community Development Director, in which the latter has overall responsibility for an assigned program area. FLSA status exempt.

## **QUALIFICATIONS**

### ***Education and/or Experience***

Any combination of education and experience that has provided the knowledge and abilities necessary for a Management Analyst. A typical way of obtaining the necessary qualifications is to possess a bachelor's degree with major coursework in public administration, business administration, or closely related field, and two years of increasingly responsible administrative, analytical and/or technical experience with a municipality.

### ***License/Certificates***

Possession of, or ability to obtain, a valid class C California driver’s license.

## **ESSENTIAL FUNCTIONS** *(Full List Found on the Complete Job Description)*

- Accepts administrative responsibility for the activities, operations and services for the Public Works and Utilities Divisions
- In coordination with the Public Works Superintendent, assists with operating and capital budgets, and accounts payable; project accounting, management of funds, and invoice tracking; analyzes annual operating costs and makes recommendations for budget development and improvements in operating costs; administers and monitors the approved budget; prepares project cost estimates and analyses.
- Assist in the preparation of a variety of water quality and industrial waste reports for regulatory agencies and internal operations.
- Establishes and identifies department resource needs; reviews need with appropriate staff and management and allocates resources; provides analytical support for financial, operational and organizational issues; coordinates and manages assigned special projects; conducts studies of organizational, administrative and operational issues.
- Assist with Public Works Projects, including bids, registration of projects, project management, fund monitoring and Request for Proposals, Request for Qualifications, and Request for Information.
- May attend staff, City Council and/or Commission meetings as assigned; provides staff support to departmental management.
- Establishes and identifies department resource needs; reviews need with appropriate staff and management and allocates resources; provides analytical support for financial, operational and organizational issues; coordinates and manages assigned special projects; conducts studies of organizational, administrative and operational issues.

# **COMPENSATION AND BENEFITS PACKAGE**

**\$5,468.53 - \$6,647.02 MONTHLY**  
**\* PAID BI-WEEKLY\***  
**(4% COLA Increase Annually Through July 2026)**

- Participation in the Public Employees Retirement System at 2.7% @ 55 for Classic members (PERS 2.0% @ 62 for new members).
- Employer contribution up to \$1,850 (subject to increase thru 2026) per month for medical coverage and 100% employer paid dental and vision coverage for the employee and dependents.
  - Opt-out option:* If employee waives medical coverage, the employee shall be paid \$500 per month in additional taxable compensation, upon verification of other health insurance.
- Life Insurance at \$50,000
- 11 Paid Holidays and 2 Floating Holidays
- 40 Hours of Administrative Leave Annually
- Accrual of 8 hours for Each Month Worked
- Vacation Accrual of 8 hours Monthly (Increases with years of service)
- The City will match the employee's contribution up to \$50 for each month that the employee contributes to the program.
- Additional Benefits:
  - Education Reimbursement Program
  - Educational Degree Incentive (up to 3%)
  - Longevity Pay
  - Bilingual Pay (up to \$200 per month)

*\* The City does not participate in Social Security\**