



**The City of Industry invites applications for the position of  
FINANCIAL ANALYST**

**Deadline to Apply: November 18, 2016  
Salary Range: DOQ \$27.88 to \$33.89/per hour**

The Financial Analyst performs a variety of complex professional administrative and analytical work in support of managerial functions; performs related duties as required; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

- Conducts or directs assigned projects or program activity; performs research and statistical analysis; prepares and presents reports of findings and recommendations as to appropriate action.
- As assigned, administers contract or grant-funded program activity, directing and monitoring work performed; prepares or drafts related proposals, reports, and records; monitors budget expenditures; grant funds disbursement; directs all aspects of assigned programs, including regulatory compliance; receives, reviews, and organizes program and grant applications; ensures that awards stay within funding limits; participates on various committees and may present committee recommendations to the City Council; sends award letters to program applicants; represents the City to applicants.
- Compiles information and prepares manuals, documents, resolutions, or publications relating to administrative, fiscal, or operational issues.
- As designated representative, leads or participates in committee activity; coordinates or conducts activities with other City departments, agencies and organizations and the community, contributing views and interests of the department in execution of assigned duties.
- Provides assistance to department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, or procedures; directs the work of others involved in related activity.
- Coordinates and performs professional-level financial analysis in such areas as budget development, financial administration and reporting, grants, purchasing, expenditures, database management, contract administration, workload, and program evaluation.
- Participates in and make recommendations on the development and administration of departmental budgets; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Participates in the development of department goals and objectives, policies, procedures, work standards, and administrative control systems; participates in the development of the department budget and in budget administration; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs..
- Prepares and submits City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.

## **Minimum Qualifications:**

**Education and Experience:** *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, or a related field and two (2) years of professional administrative experience in municipal government in management or financial analysis, budget, and accounting.

## **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
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**Benefits Overview:** *Typical benefits offered by the City of Industry include:*

### **Health/Life Insurance:**

- Group life, medical, dental, and vision care are currently provided with the City paying 100% of the premiums for employees and eligible dependents.
- Long-term care plan provided for employee and spouse.
- Long-term disability plan for employee only.
- Health Reimbursement Plan, five year vesting period.
- Group term life insurance/AD&D.

**Retirement:** Participation in California Public Employees Retirement System (CalPERS) Retirement Plan, the City does not participate in Social Security.

- 2.0% @ 60 for classic members
- 2.0% @ 62 for new members (PEPRA)

Defined Contribution Retirement Plan (PARS, 401(a)) of 6.5% for classic and PEPRA class members participating in either the 2% at 60 or 2% at 62 CalPERS retirement formula.

**APPLY IMMEDIATELY: Position will close on November 18, 2016.** To apply, please submit an electronic application and resume at [www.calopps.org](http://www.calopps.org). All submittals will be reviewed in detail, and those applicants possessing the minimum qualifications will be invited to continue in the selection process. The selection process will consist of a resume and application evaluation (qualifying), panel interview and final interview. **Please note:** If you require an accommodation during the selection process, please notify the Human Resources Department at (626) 333-2211.

Inquiries may be directed via email to [alex@cityofindustry.org](mailto:alex@cityofindustry.org) or by phone (626) 333-2211 ext. 108.

The successful candidate will be required to undergo a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting (A felony or misdemeanor conviction may disqualify the applicant from City employment), and the final candidate must be able to establish both work authorization and identity.

**THE CITY OF INDUSTRY IS AN EQUAL OPPORTUNITY EMPLOYER**