



THE CITY OF

SAN FERNANDO

INVITES APPLICATIONS FOR THE POSITION OF

POLICE DEPARTMENT MANAGEMENT ANALYST

APPLICATION DEADLINE: APPLY IMMEDIATELY - OPEN UNTIL FILLED
FIRST REVIEW: MONDAY, NOVEMBER 21, 2022



THE COMMUNITY

The City of San Fernando is located in the northeast section of the San Fernando Valley at the southern foot of the San Gabriel Mountains, approximately 23 miles North of Downtown Los Angeles. This compact community of 2.4 square miles and 25,000 residents is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima.

As you enter the City of San Fernando along picturesque, palm-lined Brand Boulevard, you discover a community rich in California history dating back almost two centuries. Named in honor of a Spanish Saint/King, San Fernando was settled long before the rest of Los Angeles' Northeast Valley. In 1874, San Fernando became the valley's first organized community, thus earning the title "First City of the Valley." The City grew out of the ranching activities surrounding Mission de San Fernando Rey, whose graceful porticoes still stand today.

San Fernando enjoys a sweeping view of the panoramic San Gabriel foothills and a sense of privacy; yet it is only minutes away from Downtown Los Angeles and other centers of commercial activity, thanks to a network of freeways, with easy access to Interstate 5 Freeway (I-5), State Route 118 (SR-118), Interstate 210 Freeway (I-210), and nearby Burbank and Whiteman airports. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.



THE ORGANIZATION

The City of San Fernando was incorporated in 1911 and is organized according to the City Council/City Manager form of government with seven full service departments, including Administration, City Clerk, Finance, Community Development, Police, Public Works, and Recreation and Community Services. Fire and emergency medical services are provided through a contract with the City of Los Angeles. The City employs approximately 132 full-time equivalent employees from a total Adopted Budget for fiscal year 2021-2022 of \$63.9 million, which includes a General Fund budget of \$22.2 million.

The City is governed by a five-member City Council who serve overlapping four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



THE POLICE DEPARTMENT

The Police Department is committed to achieving excellence in public safety by providing the highest quality leadership and police services in partnership with the community. The Department's purpose is to ensure a safe environment for residents and visitors of San Fernando by providing proactive law enforcement to our diverse community and business members.

The Police Department is a dedicated group of law enforcement professionals vested in providing the highest quality-of-life for those who live, work, and visit the City. Through investigations, patrols, crime prevention, and other specialized services, the Department protects life, property, and the rights of all persons. The Department enjoys strong community support through its ongoing efforts of working with community stakeholders.

The Police Department is composed of two divisions, Operations and Administrative Services with a budgeted staff of 55 employees.

OPPORTUNITIES

The Police Department's Management Analyst is a newly established position that serves as a key member of the Police Department and will have the opportunity to:

- Continued implementation and management of the Body Worn Camera and In-Car Camera program.
- Completion of the Racial and Identity Profiling Act in accordance with Assembly Bill 953.
- On-going grant management from Alcohol Beverage Control, Urban Area Security Initiative, Office of Traffic Safety, Community Oriented Policing De-Escalation and In-Veris Virtual Reality training system.
- Budget and performance measure development and analysis to ensure alignment with Department mission.

THE POSITION

Under direction of the Administrative Division Commander, the Management Analyst is a mid-management position that is directly involved with collecting, managing, and reporting data to Police Administration and performing other high-level administrative functions as directed by the Chief of Police or their designee. The Management Analyst is responsible for the following:

- Plans, organizes and conducts administrative, management and program analysis to identify problems, provide solutions and to implement policy and procedure updates and changes.
- Prepares complex and detailed staff reports on a variety of subjects and presents same to other organizations and governing bodies including City Council and commissions.
- Develops, implements and monitors departmental and grant budgets, maintains adequate account balances, prepares and submits a variety of monthly, quarterly and annual local, state and federal reports.
- Management support of department training and professional development.
- Oversees requests for proposal process including development of scope of work, negotiating contract terms, monitoring contract performance and expenditures and compliance with all federal and state reporting.
- And other duties as assigned by the Chief of Police, Administrative Services Commander, or their designee.

IDEAL CANDIDATE

The ideal candidate for this position will possess the following characteristics:

- Sound knowledge of the principles, practices, and methods of public sector financing, and budget development and implementation.
- Ability to apply the principles and practices of Public Administration including purchasing, contracting, and maintaining public records.
- Strong analytical, writing and presentation skills with a variety of public sector related topics.
- Ability to work independently and exercise sound judgement to complete assignments.

QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with major coursework in finance, public or business administration or a closely related field; and at least three years of progressively responsible professional experience performing financial, budgetary and similar statistical analyses. Two years of related experience can be substituted for one year of college. Experience in a public agency is preferred.



THE COMPENSATION

Salary is dependent upon qualifications with a current annual salary range of \$88,560 - \$107,640 plus generous benefits including:

RETIREMENT: Public Employees' Retirement System (PERS) 2% at 55 for Classic members, 2% @ 62 for PEPRAs members, and the City participates in the Social Security Program.

INSURANCE: As part of a full flex Cafeteria Plan, effective January 1, 2023, employee receives monthly flex dollar allowance (\$1,008.88 Single; \$1,739.30 Two Party; and \$2,337.42 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employee and eligible dependents. The City pays for Long Term Disability Insurance, and \$50,000 term/AD&D Life Insurance Policy for employee. Additional voluntary purchase (at group rate) of up to \$100,000 is available for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

ANNUAL LEAVE: 20 to 30 days per year (depending on length of service). Maximum accumulation of 100 days (800 hours).

MANAGEMENT LEAVE: 10 days (80 hours) per year prorated the first year depending on the date of hire. Any unused leave will be cashed out at the employee's regular rate of pay, in December of each year.

HOLIDAYS: 13 paid days per year.

BILINGUAL BONUS: \$100 per month for employees who qualify (Spanish only). Bonus is paid from the day the employee achieves a passing score on their bilingual exam.

DEFERRED COMPENSATION: ICMA-RC 457, ROTH/IRA Programs available. Enrollment is voluntary.

TUITION REIMBURSEMENT: City reimburses tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify that sufficient fund allocation is available for this item.

EDUCATION INCENTIVE: 2% above the base salary for employee with a Master's degree or higher.

WORK SCHEDULE: 9/80 or 5/8 schedule is available.

TO APPLY

If you are interested in this outstanding opportunity, please submit a cover letter, employment application and resume. Visit our website for an application.

WWW.SFCITY.ORG/Personnel

FILING DEADLINE: OPEN UNTIL FILLED

Requested materials should be submitted to:

**CITY OF SAN FERNANDO
PERSONNEL DIVISION
117 MACNEIL STREET
SAN FERNANDO, CA 91340**

Questions may be directed to:

**Michael Okafor, Personnel Manager
(818) 898-1239
Personnel@SFCITY.ORG**

Following the closing date, materials will be screened according to qualifications. The most qualified candidates will be invited to in-person interviews with the City. Candidates will be advised of the status of the recruitment following final candidate selection.

The City will make reasonable accommodations in the interview process for disabled applicants. Applicants with special needs must contact the Personnel Division prior to the filing deadline. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services. The provisions in this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

