



Trinity County Employment Opportunity

TRINITY COUNTY BEHAVIORAL HEALTH SERVICES

STAFF SERVICES ANALYST I

\$3,549.08 - \$4,313.93 / Monthly

\$20.47 - \$24.88 / Hour

**This is a full-time, benefited position.
Applications will be accepted until the position is filled.**

STAFF SERVICES ANALYST I

Definition:

Under direction, to perform professional level analytical duties involving general, administrative and/or fiscal analysis work and participate in special studies or projects; to create and present analytical results, and to perform work as required.

Qualifications:

Knowledge of:

Public and business administration principles and practices. Methods and techniques involved in conducting analytical studies of administrative and management practices, methods and procedures. General research practices, techniques, and terminology to conduct research for a department. A variety of computer software applications, including database, graphics/presentation, work processing and spreadsheet software. Methods and techniques of report preparation. English language (i.e. composition, spelling, grammar, and sentence structure). Project management principles to ensure projects activities are conducted in a fiscally responsible and timely manner. Principles and practices of effective customer service. Principles of teamwork and teambuilding in order to work effectively as a member of a team and facilitate effective teamwork. Principles and practices of the functional areas applicable to the assigned options. Principles and practices of leadership and supervision. Community needs and resources.

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NOTE: All candidates meeting the minimum qualifications established for this position may not be invited to an oral interview. In the event a large number of candidates qualify, those individuals with experience which most closely meets the needs of the County will be invited for an interview.

WAIVER: The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. Trinity County assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice. Wages, hours and other terms and conditions of employment are subject to the Memorandum of Understanding currently in effect for the appropriate unit of representation.

PERS ANNUITANTS: Retirees of PERS are welcome to apply, if selected for the position they would be required to reinstate to employment.

Ability to:

Analyze a situation or problem, including stressful situations, accurately and objectively in order to identify alternative solutions and determine an effective course of action. Collect and analyze data and information in order to derive logical conclusions. Formulate options and make recommendations based on data and information collected. Analyze policies, procedures, and programs and make effective recommendations. Make sound decisions and independent judgments within established guidelines. Read, interpret, and apply a variety of information (e.g. laws, policies, procedures, court cases, memorandum of understanding, ordinances, contract provisions, legislations, directives) in order to provide information and ensure compliance. Analyze and interpret basic statistics. Perform arithmetic calculations, including ratios and percentages. Operate a computer to prepare results of analyses (i.e. reports, tables, charts, and graphs) and perform operations (i.e. conduct research on the internet, collect, input, and retrieve data and information). Express information and ideas orally in a clear, concise, organized manner by using proper diction, grammar and volume so that others will understand. Make effective presentations and respond to questions from various groups, including boards, committees, and the public. Compose business communications (e.g. letters, memos, notices) and reports, policies, and procedures, in a clear, concise, organized, and accurate manner. Identify problems and central issues. Reason logically and critically. Perform, analyze, and document research. Research legislative issues and read and understand legislation. Recommend and implement changes/improvements. Develop and maintain cooperative, effective working relationships with co-workers, representatives of community organizations, state/local agencies and associations, supervisors, internal management staff, employee representatives and the public. Effectively mediate and resolve conflicts between/with individuals. Influence and persuade others to accept a particular viewpoint or to follow a particular course of action. Work and interact with a variety of individuals from various socioeconomic, ethnic, and cultural groups in person and by telephone, including situations where relations may be strained or confrontational. Work independently and accept increasing responsibility. Prioritize, plan, coordinate, and organize simultaneous work assignments and projects to meet critical and competing deadlines. Manage projects by developing project budgets and timelines to ensure projects meet time and budget guidelines. Work as a team member by keeping communication open, offering support, sharing knowledge, and contributing to and/or leading team efforts. Monitor, plan, direct, assign and review the work of clerical and/or technical employees, if required by the position.

Training 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:

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Women, minorities and individuals with disabilities are encouraged to apply. Trinity County is an Equal Opportunity/Affirmative Action Employer.

Training and Experience(Continued):

Two (2) years (60 semester or 90 quarter) of college units;

AND

Two (2) years of full-time technical level experience involving general administrative, personnel, fiscal, staff development, or program work.

Substitution: Additional progressively responsible para-professional experience performing complex duties of a technical nature in any of the functional areas noted above may be substituted for the required education on a year-for-year basis.

Typical Physical Requirements

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operated standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 25 pounds.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST

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