



County of Santa Cruz
Invites your interest in the position of

**DISASTER RECOVERY ANALYST &
EMERGENCY OPERATIONS ANALYST**
(SENIOR ADMINISTRATIVE ANALYST)

\$97,094 - \$130,146 Annually

Application Deadline: Monday, March 22, 2021

**Work somewhere exciting, do something you love:
make a difference!**

The Community of Santa Cruz: Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to **live, work, and play!**

The Positions:

The County of Santa Cruz is excited to announce 2 new positions - both roles will support the County Office of Response, Recovery and Resiliency (OR³). This office is primarily responsible for coordinating the current and future needs for disaster response, recovery, and community resilience.

The **Disaster Recovery Analyst** will focus on the coordination of short- and long-term County recovery activities including identifying resources, managing cross-departmental teams, and implementing policy and operational direction. This role will also work closely with FEMA and Cal OES on recovery phases. They will monitor expenditures for the implementation of the Recovery Framework and submit grant applications for emergency and community resiliency grants. Finally, they will support implementation of the Climate Action Strategy and may serve as the Recovery Coordinator within the Emergency Operations Center (EOC). This role will regularly interpret federal and state legislation and regulations regarding disaster recovery, hazard mitigation and climate related programs.

The **Emergency Operations Analyst** will update emergency management plans (identifying potential disasters), design new emergency operation plans and keep the EOC in a state of readiness by coordinating staffing and trainings. This role will also prepare the division budget, may serve as a liaison to various organizations and will work closely with Cal OES, FEMA, and other agencies to ensure a coordinated response. They will coordinate emergency response goals across multiple departments and develop analytics for during and post-disaster reporting. During an EOC activation, this person may serve as the primary Operations or Planning Section Chief.

Both roles necessitate a deep understanding of state and federal regulations, as well as local government requirements in relation to declared emergencies, recovery, and climate change programs.

Please note that the classification title for this position is Senior Administrative Analyst. The list established from this recruitment will be used to fill current and future vacancies during the life of the list.

Last Date to Apply: Monday, March 22, 2021

Ideal Candidate Profile:

- You are an analytical problem solver and a clear and calm communicator during a crisis or unexpected event.
- You have strong policy analysis and problem-solving skills and build solid relationships across numerous departments and organizations.
- You are collaborative and approachable – you work both independently and as a sole contributor.
- You have solid project management skills combined with the ability to manage multiple projects simultaneously.
- You possess excellent business and political acumen and are dedicated to continuous process improvements.
- You are focused, disciplined, trustworthy and flexible.

Qualifications:

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

One year of experience performing duties comparable to an Associate Administrative Analyst in Santa Cruz County.

OR

Graduation from an accredited college with a Bachelor's degree in Public Administration, Finance, Economics, Business, Journalism, Communications, Public Relations, or a closely related field **AND** three years of progressively responsible experience that would provide the required knowledge and abilities.

Knowledge: Thorough knowledge of principles and techniques of administrative analysis, including workflow and layout; generally accepted rules of English usage, including spelling, grammar, punctuation and syntax; principles and practices of strategic planning; principles, techniques and methods of public relations, program management and evaluation principles, techniques and methods of preparing information, news releases and instructional materials, including graphics and written copy; and fundamentals of public speaking, marketing, and mass and targeted communication. Working knowledge of public finance and budgeting; the principles of supervision; communication skills and techniques required for gathering, evaluating, analyzing, and presenting information; statistics and methods of report writing and presentations; principles of local government organization and administration; computer applications including spreadsheet analysis and methods of graphic presentation; county organization and administrative positions; and principles and techniques of program and budget evaluation.

Ability to: Identify, define and analyze complex administrative, operational and programmatic problems and arrive at solutions; collect, organize, interpret and evaluate data; communicate effectively, orally and in writing; exercise initiative, ingenuity, independent analysis and judgment in solving difficult and complex administrative, managerial and technical problems; comprehend and interpret complex regulations, laws and guidelines; use a variety of software applications relative to desktop publishing and presentations; exercise discretion and sensitivity in interpreting and communicating County policies and programs; develop creative and visually appealing public information materials; speak publicly, in an effective manner, before a variety of diverse groups; anticipate and predict issues that may generate media interest; establish and maintain effective relationships with those contacted in the course of work; and supervise and train staff.



The Examination:

Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

Disaster Recovery Analyst & Emergency Operations Analyst Supplemental Questionnaire

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience working on state and federal regulations, as well as local government requirements in relation to declared emergencies, recovery and/or climate change programs.
2. Describe your experience working with agencies such as FEMA, Cal OES and/or other agencies to ensure well-coordinated responses during a disaster.
3. Describe your experience conducting research, collecting data, and developing reports for the purpose of presenting your analysis and recommendations in written form to the County Board of Supervisors or similar audience.
4. Please indicate the position(s) and/or area(s) that you are interested in. We may selectively certify the eligible list based upon the area(s) of interest you have indicated.

☐

Disaster Recovery

☐

Emergency Operations

☐

Both

How To Apply:

Apply online at **www.santacruzcountyjobs.com** or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call Leslie Hess, Talent Acquisition Analyst at (831) 454-2156. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

www.SantaCruzCountyJobs.com

Compensation & Benefits:

The salary for this role is \$97,094 – \$130,146 annually. Please note that effective July 11, 2020, this position was furloughed by 7.5%.

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 13 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

An Equal Opportunity Employer

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz
www.santacruzcountyjobs.com

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WORK Here

PLAY Here