



City of Oakland Employment Opportunity Open

Program Analyst I (Selective Certification)

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|---------------------------------|---|--|
| Open Recruitment | ● | All qualified individuals may apply |
| Closing Date Extended To | ● | Friday, January 29, 2010 at 5:00 pm |
| Salary/Work Week | ● | \$4,452 - \$5,466/month, 37.5 hour work week |
| Civil Service Status | ● | Classified (Job Code AP292) |

THE POSITION

The City of Oakland is currently recruiting to fill one Program Analyst I vacancy. Under direction general supervision from the Program Analyst II, incumbents assists in program planning, research, analysis and development; drafts grant proposals and reports; assists in the implementation of programs; provides assistance to community organizations, district boards and citizen advisory bodies; and performs related duties as assigned.

Selective Certification for Worker Compensation Coordinator: The current vacancy is for a position within the Public Works Agency. The incumbent administers and monitors the Agency's Workers Compensation and Transition Duty Program; including the processing of claims and the coordination of transitional duties for employees returning to work on modified duty. The person selected will work closely with internal clients and external third party vendors on W/C related issues and coordination of FEHA referrals. The incumbent will also be responsible for processing and tracking the Agency's leave of absence program in conjunction with the workers' compensation claimants. **The eligibility list established from this recruitment will be available for a period of one year and vacancies that occur in other City program areas may be filled from this list.**

Typical duties may include, but are not limited to the following:

- Assist in the translation of ideas and concepts into fundable programs or projects; assist in the development of strategies to locate funds for programs; assist in contract implementation with public service agencies; arrange supplemental funds and program revisions when needed
- Draft grant proposals and applications; review grant documents to ensure compliance with grantor and City standards; assist in the administration of grant programs; monitor required grant procedures
- Assist in the planning and implementation of programs, budget preparation and identification of program funds, development and negotiation of contracts, problem resolution and communication with participants
- Monitor contract with service providers; conduct site visits; review invoices from contractors and consultants for accuracy and completeness
- Provide staff assistance to citizen advisory bodies, committees and commissions; facilitate meetings of community organizations, district boards, and neighborhood groups relating to the development and implementation of programs
- Write reports, letters, agendas, and minutes; research, prepare and analyze reports
- Assist in making public presentations relating to assigned programs; prepare written material for public distribution

For the current Workers' Compensation vacancy the incumbent will perform the following duties:

- Manage the of Workers Compensation claim process
- Manage the agency's transitional duty program
- Coordinate Workers Compensation Claims management with internal clients and external third party vendor
- Process and track employee leave usage while out on Workers Compensation
- Assess employees possible eligibility under FEHA and make referral

MINIMUM REQUIREMENTS FOR APPLICATION

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education: Bachelor's degree from an accredited college or university in Business or Public Administration, Social Work, Behavioral Sciences or a related field

Experience: One (1) year of experience in a relevant field of program administration.

Desirable Experience: For the current vacancy, two (2) years of progressive experience managing workers' compensation claims and transition/return to work programs are highly desirable.

License: Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Additional Qualifications: Bilingual skills in Spanish, Cantonese, Mandarin and Vietnamese are desirable.

QUALIFICATIONS

Knowledge of: Principles and practices of program management; research and analysis techniques; computer applications, including words processing, spreadsheets, databases, and project management; community resources and organizations; grants writing and reporting procedures; public contact and community relations techniques.

Desirable Knowledge: For the current vacancy is Federal, state and local laws and regulations regarding employee work-related injuries and claims administration, and FMLA, FEHA and ADA regulations are highly desirable.

Ability to: Assist in planning, organizing, directing and evaluating programs; analyze professional reports and implement individualized education plans; communicate effectively in writing and orally with the public, including City departments and State agencies; interpret federal and state regulations pertaining to blocks grants; maintain accurate records; prepare clear, concise reports; maintain accurate records; prepare clear, concise reports; assist in the preparation and administration of grants; conceptualize programs in response to constituent needs and request for proposal requirements; develop organizational and staffing structures; prepare analyzes and interprets reports of a general or technical nature; establish and maintain positive relationships with both governmental and non-profit agencies, community leaders and program constituents; communicate effectively and persuasively in both oral and written form with a diverse group; establish and maintain effective work relationships with those contacted in the performance of required duties.

THE SELECTION PROCESS

Stage I: The first stage in the selection process will consist of a review of each applicant's employment application and signed supplemental questionnaire for minimum qualifications (weighted pass/fail).

Applications submitted without all required materials will not be given further consideration.

Stage II: The second stage may consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant's score (before residency and/or veteran's credit) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of an oral examination that may be preceded by a brief written exercise (weighted 100%) and that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening **OR** the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Legal: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to **A. Maxey**, Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-6930.

Background Checks and Drug Testing: The City may conduct a criminal background check, credit check, and/or qualifications check for applicants depending on the position sought. All applicants are required to sign an informed consent authorization form allowing the City to obtain their criminal history, credit report, and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent authorization form will not be considered further for the position.

The City of Oakland is a drug-free workplace. Job offers for certain positions may also be contingent upon passing a drug test.

HOW TO APPLY

City of Oakland application documents may be obtained in person or by sending a self-addressed stamped envelope and request to the Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019. You may also call (510) 238-3112 for information.

You may access a copy of the City's announcement and a Microsoft Word or PDF version of the employment application at the following Internet address: www.oaklandnet.com. Click on "City Jobs" to view current openings or access the employment application.

DATE OF EXAMINATION

To Be Announced

The City of Oakland is an EEO/ADA Employer. Please read the City of Oakland's Employment Information Pamphlet, which can be viewed online, prior to applying for a position at the City of Oakland.

A. Maxey; (510) 238-2146

09-AP292-054 classified

Opens: 11/23/09

Closes: 12/18/09

Extended: 01/29/10

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**PROGRAM ANALYST I
SELECTIVE CERTIFICATION – WORKERS COMPENSATION COORDINATOR
SUPPLEMENTAL QUESTIONNAIRE A**

FINAL FILING DATE EXTENDED TO: FRIDAY, JANUARY 29, 2010 AT 5PM

The supplemental questionnaire is intended to give you the opportunity to identify your qualifications and experience in specific job-related areas. Please return all completed application materials in person, or by mail to the Office of Personnel, 150 Frank H. Ogawa Plaza, Second Floor, Oakland, CA 94612-2019 no later than 5:00 pm on Friday, January 29, 2010. Postmarks will not be accepted. Applications submitted without all required materials will not be given further consideration.

INSTRUCTIONS

Respond to each of the following questions. Typewritten pages are preferred if you are not applying on-line. Please be sure your experience relates directly to this position. The information you provide will be verified prior to a final offer of employment. Please specify the organization or jurisdiction for which you worked, your title, and the name and contact information of a supervisor who can verify the information you have provided. Place this information at the beginning of each response.

Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your rank on the list (before residency and/or veteran’s credit is added).

Please type ONLY the last six digits of your Social Security Number on the top of each page.

1. Please describe in detail your experience administering and monitoring a workers’ compensation program.
2. Please describe in detail your experience monitoring and managing a Transitional Duty Program.
3. Describe your experience working with internal and external clients related to the management of workers’ compensation claims.
4. Describe your experience managing workers compensation claims with respect to making leave and payroll.
5. Describe your experience assessing employee eligibility for benefits under the Federal Employment and Housing Act (FEHA).
6. Describe your experience working with software applications and include the name.

CERTIFICATION OF APPLICANT

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge. Please sign and return this page with your application materials.

(Signature)

(Last 6 Digits of Social Security Number)

(Telephone Number)

(Date)

**PROGRAM ANALYST I
SELECTIVE CERTIFICATION
SUPPLEMENTAL QUESTIONNAIRE B**

FINAL FILING DATE EXTENDED TO: FRIDAY, JANUARY 29, 2010 AT 5PM

Program Analyst I vacancies may occur in other functional areas within the City of Oakland. Do you want to be considered as an applicant for another Program Analyst I position?

Yes _____ No _____

If yes, please identify a program specialty area(s) for which you would like to apply and in which you have experience.

- | | | |
|--------------------------------|---------------------------|----------------------------|
| Transportation Services _____ | Oakland Film Office _____ | Municipal Lending _____ |
| Watershed Programs _____ | Director Unit _____ | Public Art _____ |
| OHHS Administration Unit _____ | Cultural funding _____ | Rent Programs _____ |
| Senior Services _____ | Housing _____ | Children/Youth Serv. _____ |
| | Other _____ (Name: _____) | |

If you selected yes, answer the following questions:

1. Describe your education and experience as it relates to the Program Analyst I position. In your answer please describe your experience in development of strategies to locate funds for programs.
2. Describe your experience or knowledge related to preparing, monitoring, and evaluating program budgets
3. Describe your experience in planning and implementing programs. In your response identify any marketing strategies used to incorporate community organizations.
4. Describe your experience developing and managing computerized databases. Include your experience utilizing computer applications to track financial data and participant activity. Specify the computer programs that you have a working knowledge of or have used.

CERTIFICATION OF APPLICANT

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge. Please sign and return this page with your application materials.

(Signature)

(Last 6 digits of Social Security Number)

(Telephone Number)

(Date)

SELECTIVE LANGUAGE CERTIFICATION FORM

FINAL FILING DATE EXTENDED TO: FRIDAY, JANUARY 29, 2010 AT 5PM

This recruitment is being announced in accordance with Section 5.04 of the Civil Service Rules which states eligible candidates whose names are certified to the hiring authority shall be the highest ranking candidates willing to accept employment and who possess bilingual skills in the following languages: **Spanish, Cantonese, Mandarin and Vietnamese.** Identified bilingual skills will be tested prior to a final offer of employment. Please ensure that all completed application materials are returned in person or mailed to 150 Frank H. Ogawa Plaza, Second Floor, Oakland, CA 94612-2019 no later than 5pm on Friday, January 29, 2010. Postmarks will not be accepted. Applications submitted without all required materials will not be given further consideration. *Although the current vacancy does not require bilingual skills, it may be required for future vacancies.*

INSTRUCTIONS

Utilize this form to identify the language(s) for which you have bilingual conversational proficiency. If you do not have bilingual conversational proficiency in any of the identified languages, check the appropriate box.

- Spanish
- Cantonese
- Mandarin
- Vietnamese
- I do not have bilingual conversational proficiency in any of the identified languages.

CERTIFICATION OF APPLICANT

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge. Please sign and return this page with your application materials.

(Signature)

(Last 6 Digits of Social Security Number)

(Telephone Number)

(Date)