



**Management Assistant  
(Economic Development Specialist)  
\$5,437 - \$6,609 monthly <sup>1</sup>  
Open - Competitive Recruitment**

**APPLICANT NOTICE:** *Please read the job bulletin thoroughly and follow all application instructions and procedures herein. Applications failing to fully comply with the instructions and procedures outlined in this bulletin may be rejected. The filing period for this recruitment will close on Friday, June 10, 2022 at 4pm or when a sufficient number of qualified applications have been submitted, whichever occurs first. With this recruitment, the City aims to fill an immediate vacancy in the Economic Development Division of the Community Development Department. This recruitment may also be used to fill other vacancies in this position throughout other City departments if they occur.*

**THE OPPORTUNITY:**

The City of San Gabriel is recruiting for the position of Management Assistant within the City’s Economic Development Division. This position provides an exceptional opportunity for the ideal candidate to develop a career with our historic “City with a Mission.” A career with the City of San Gabriel offers excellent pay and benefits, a variety of programs and assignments, outstanding professional training and development opportunities, and a great location for living and working in Southern California.

**IDEAL CANDIDATE:**

The City seeks a candidate who is highly motivated and having a strong work ethic, empathy and compassion, sound judgement, excellent analytical skills, and exceptional interpersonal tact. The ideal candidate will have experience working in local government and demonstrable experience with developing and implementing marketing campaigns, business attraction and retention programs, and research and analysis. The ideal candidate will also have strong computer application skills, with particular proficiency using Microsoft Publisher, Word, PowerPoint, Excel and other related applications. Most importantly, the ideal candidate will exemplify outstanding public service and the mission of the City of San Gabriel in their work.

**POSITION SUMMARY:**

Under general supervision, the Management Assistant coordinates and oversees assigned functions and programs related to business retention, attraction, and marketing; researches and analyzes administrative matters and makes recommendations; assists in developing program strategies and implementation plans; assists in drafting and implementing policies and procedures; compiles data, performs analysis, identifies needs, and makes recommendations; initiates and prepares correspondence, staff reports, presentation materials in accordance with general guidelines; makes public presentations, represents the City at public meetings and events; develops and distributes marketing and outreach materials such as brochures, flyers, and public notices; responds to requests, inquiries, and complaints; conducts surveys; monitors legislation; participates in the preparation and revision of manuals and other administrative materials; assists in budget preparation, analysis, and administration; performs program audits and/or maintains records of activity; prepares projections of expenditures; assists in maintaining the economic development webpage; and performs other related duties as assigned.

## MINIMUM QUALIFICATIONS:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration, business administration, or a closely related field.
- One (1) year of increasingly responsible analytical experience, preferably in a local government agency setting.

## Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

## Desirable Qualifications

- Two (2) or more years of increasingly responsible analytical experience in a local government agency.
- Direct work experience, education, and career interest in economic development and/or business marketing.

*For more detailed information on the job duties and minimum requirements for this position, please see the attached classification specification for Management Assistant (Appendix A).*

## ADDITIONAL COMPENSATION & BENEFITS:

- **Base Salary:** Current base pay for this position is \$4,678 - \$5,686 per month. Effective July 2, 2022, the base pay for this position is scheduled to be \$5,437 - \$6,609 per month, subject to City Council approval.
- **Retirement:** CalPERS Retirement with 2%@60 for "classic" PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS status.
- **Health Benefits:** City paid contribution of up to \$1,568 per month toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of the City's group insurance with proof of coverage elsewhere.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for participating employees. The matching contribution requires the employee to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have a master's degree from a USDE accredited college or university shall receive \$300 per month in premium education pay.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Retiree Medical:** Retiree medical insurance (including family) per the City's vesting schedule established contractually with CalPERS and permitted by Government Code 22893.
- **Long Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position and approved by the City.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City does not make a contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).

- **Paid Leaves:**
  - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
  - Sick: Accrue 96 hours of sick leave per year.
  - Holiday: 104 hours of paid holiday time per year.
- **Annual Leave Cash-Out Options:**
  - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
  - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
  - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).
- **Alternative Work Schedule:** Depending on Department needs, an alternative 9/80 work schedule may be allowed. Optional 9/80 work schedule provides alternating Fridays off.

*For more details on the compensation and benefit provisions available to employees in this classification, please reference the published “Salary, Compensation, and Benefits Policy” on the City of San Gabriel official website.*

### **APPLICATION PROCEDURE:**

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments to the online application: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications required and/or applicable for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **The filing period for this recruitment will close at 4:00pm on Friday June 10, 2022 or when a sufficient number of qualified applications have been submitted, whichever occurs first. Please do not hesitate to apply.** Only online applications will be accepted. Faxed, emailed, and/or hard copy applications and/or attachments will not be accepted.

### **RECRUITMENT EXAM PLAN & SCHEDULE (TENTATIVE):**

The following is the tentative exam plan and schedule for this recruitment. Please prepare your schedule in advance to accommodate the anticipated recruitment schedule. Note that this schedule may be changed if the City deems it necessary. Please check the posted exam plan regularly for changes.

- Application Period..... May 12 – June 10, 2022
- Oral Appraisal Interview<sup>2</sup>.....Week of June 20
- In-Box/Practical Exercise<sup>3</sup>..... Week of June 20 or 27
- Selection Interview.....Week of June 27
- Anticipated Start Date.....August 1, 2022

### **PRE-EMPLOYMENT REQUIREMENTS:**

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination and drug screen (3) Live Scan fingerprint check, (4) work experience and education verification, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment for this position.

### **GENERAL EXAMINATION, SELECTION & HIRING PROCESS:**

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.

2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.
3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral panel interview to qualify for the Eligibility List.
4. **Eligibility List:** Those attaining a qualifying score on the oral panel interview will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
5. **Practical Exam:** The practical exam is used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete the pre-employment process. The pre-employment process consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some position classifications will also require a comprehensive background check and drug screening as part of the pre-employment process. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

## FOOTNOTES:

1. Subject to City Council final approval and ratification, the base pay for this position is scheduled to be increased to \$5,437 - \$6,609 per month, effective July 2, 2022.
2. The oral exam shall be weighted 100% for qualifying purposes.
3. Exam may also include a non-scored in-box/practical exercise for supplemental evaluation purposes.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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HUMAN RESOURCES DEPARTMENT