



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Executive Assistant
\$4,590 - \$5,579 monthly
(Open - Competitive Recruitment)

APPLICANT NOTICE: Please read this 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 OPPORTUNITY:

The City of San Gabriel is recruiting for Executive Assistant to fill a current vacancy at this position in the Police Department. The eligibility list established by this recruitment may be used to fill future vacancies at this position in other City departments, if deemed suitable by the City. This position provides an exceptional opportunity for the ideal candidate to continue their career with our historic "City with a Mission." This position with the City of San Gabriel offers excellent pay and benefits, a variety of work experiences, outstanding professional training and development opportunities, and a great location for living and working in Southern California.

THE IDEAL CANDIDATE:

The ideal candidate has a well-developed administrative skill set, is detail-oriented, is personable, has outstanding communication skills, and is committed to providing excellent customer service. The ideal candidate also has a strong work ethic, has outstanding judgment and interpersonal tact, is innovative, follows and interprets directions well, is technically astute and proficient in using computer-based work programs, and is able to complete multiple projects under pressure and on time. Most importantly, the ideal candidate is a consummate professional who exemplifies outstanding public service and brings credit to the department.

POSITION SUMMARY:

Under general supervision, the Executive Assistant provides complex administrative assistance to the Police Chief (department head); prepares and edits a variety of documents and reports ranging from correspondence to technical reports; provides information and assistance to other City staff and the public regarding assigned programs, policies, and procedures; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of experience, education, knowledge, skills, and abilities may be considered for this position; however, this position typically requires, at a minimum, the following:

- Three (3) years of increasingly responsible administrative, and/or customer service experience.
- Prior experience directly reporting to and supporting a department head or executive level position.

Highly Desirable Qualifications

- Bachelor's degree in public administration, business administration, or a closely related field.
- Local government work experience.

Desirable Qualifications

- Associate degree in public administration, business administration, or a closely related field.
- Certified bilingual proficiency to speak and interpret Mandarin, Cantonese, Vietnamese or Spanish.

Required Licensing and Certifications:

- Possession of a valid Class C California Driver’s License and ability to maintain a satisfactory driving record while employed with the city.

For a more detailed description of job duties and requirements, please see Appendix “A” (Job Class Spec).

SUMMARY OF BENEFITS:

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 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 medical 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 an associate, bachelor, or master’s degree from a USDE accredited college or university shall be eligible for premium education pay. Premium education pay shall be provided as follows:

- Associate Degree.....\$100 per month
- Bachelor’s degree.....\$200 per month
- Master’s degree.....\$300 per month

Premium education pay is non-cumulative, meaning an employee can only receive one premium pay option at a time.

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.

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 the needs of the department, an alternative 9/80 or 4/10 work schedule may be allowed.

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

APPLICATION INSTRUCTIONS:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following four items as attachments: (1) cover letter, (2) professional résumé, (3) list of professional references, and (4) proof of all certifications/degrees required or claimed in the application. Hard copy versions of items 1-4 will not be accepted. Failure to submit a thoroughly prepared online application along with items 1-4 may be disqualifying. To apply, please visit jobs.sangabrielcity.com

APPLICATION FILING DEADLINE

The application filing deadline for this recruitment is Monday, February 6 at 4pm or when a sufficient number of qualified applications have been submitted, whichever occurs first. As such, please do not hesitate to apply as this recruitment may close at any time without notice. The most qualified applicants will be invited to an examination at a time deemed most convenient for the City. Faxed, emailed, and/or hard copy applications 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 Filing Period..... January 9 – February 6
- Panel Interview (100% qualifying) Week of February 13
- Practical Exam..... Week of February 13 (if necessary)
- Selection Interviews..... Week of February 20
- Pre-Employment Process..... February 27 – April 21
- Target Start Date..... May 8, 2023

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, (3) Live Scan fingerprint check, (4) professional reference, work experience and education check, (5) comprehensive background investigation, (6) polygraph examination, and (7) psychological examination. Unsatisfactory results and/or failure to successfully complete any part of pre-employment processes 1-7 shall void any conditional offer of employment for this position. The City maintains the sole discretion to waive any pre-employment item 1-7 if it is deemed appropriate. Such waivers must be approved by the City Manager or his/her designee.

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:** For some positions/recruitments, a practical exam is administered. The practical exam is generally 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.

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 聖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.

Appendix "A"
CLASSIFICATION SPECIFICATION
EXECUTIVE ASSISTANT

JOB SUMMARY:

Under general supervision, the Executive Assistant provides complex secretarial and clerical assistance to a department head; prepares and edits a variety of documents and reports ranging from correspondence to technical reports; provides information and assistance to other City staff and the general public regarding assigned programs, policies, and procedures; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Executive Assistant provides senior level administrative services, and may exercise discretion over other clerical personnel in completing assigned work. This class differs from an Administrative Assistant II due to the employee reporting directly to a department head, the level and nature of interpersonal interaction with the public, staff, and outside agencies, and complexity of work performed.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Performs a variety of senior level secretarial, administrative, and clerical work of a general or specialized nature in support of assigned programs, and provides information and assistance related to area of assignment, which includes responding to sensitive requests for information as required.
- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; schedules appointments and notifies involved parties; ensures public meetings are properly noticed and advertised; and contacts outside agencies to exchange information.
- Supports the department head by performing routine administrative functions such as collecting and reviewing time sheets, preparing purchase orders, and checking and processing expense claims.
- Creates, formats, edits, revises, proofreads, and processes a variety of documents and forms including reports, correspondences, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough draft, transcription, and brief verbal instructions; compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; and develops and maintains accurate and up-to-date office files, records, and logs for assigned areas.

- Coordinates, makes, and confirms staff travel arrangements including transportation and accommodations.
- Receives, directs, and relays telephone messages and fax messages; responds to inquiries both in person and by telephone and e-mail from members of the public, other employees, department heads and/or managers; and screens incoming mail.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office administration, City department policies and procedures, rules and notices governing the notice and conduct of public meetings, and the City's cultural and political environment.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Interpret and apply a variety of City and department policies and procedures and analyze situations carefully and adopt effective courses of action.
- Create and edit complex/confidential reports and charts, perform mathematical calculations, and sort/file documents.
- Communicate clearly and concisely both orally and in writing, understand and follow oral and written directions as provided, work with minimum supervision, and respond to public and staff requests for assistance both by telephone and in person.
- Maintain confidentiality of records, actions, and events, compile and maintain complex and extensive records, and take notes and transcribe minutes as required.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

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

- Associate's degree in public administration, business administration, or a closely related field.
- Three years of increasingly responsible clerical, administrative, and/or customer service experience.
- Previous experience supporting a department head or executive level position is required.
- Local government experience is desirable.

Licenses and Certifications:

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

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 15, 2017