

ADMINISTRATIVE ANALYST

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to provide primary support to the Public Works Department performing a wide range of administrative duties such as financial, statistical, administrative, budget monitoring and analysis functions.

IMPORTANT & ESSENTIAL DUTIES

The duties, qualifications, and guidelines listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here:

SanFernando.Gov/Hiring-Now/#Job-Specs

- Assist with planning, organizing and conducting management and program analysis and evaluation of departmental programs and processes.
- Assist management staff in evaluating, preparing draft reports, technical functions, monitoring and analyzing departmental and grant budgets; and forecasts multi-year funding needs.
- Reviews work orders and service requests, ensures compliance with standards, responds to public inquiries, issues work orders and maintains records, reports and documentation of departmental capital improvement plans.
- Supports training and professional development, develops materials such as manuals, communication memoranda, policy drafts, serves as recording secretary to assigned commissions and represents the department in partnerships with other agencies.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge Of:

- Principles of administrative, organizational, procedural, financial and statistical analysis, including budgeting, forecasting, and public sector financing.
- Understanding of public administration practices, including purchasing, contracting, recordkeeping, project planning, and management.
- Research methods, data analysis, safety practices, and applicable federal and state laws, rules and regulations.
- Competence in organizational and culture change, business communications, and department-specific rules, policies, and procedures.

Ability To:

- Analyze procedural, operational, financial, and budgetary issues, evaluate alternatives, and make fact-based recommendations.
- Collect, interpret, and organize data; prepare clear reports, correspondence, and presentations.
- Communicate effectively orally and in writing, using tact and diplomacy with complex issues, the public, agencies, and other municipalities.
- Understand and apply applicable laws, codes, and ordinances; represent the City professionally in external interactions.
- Use technology and software relevant to the assignment and maintain effective working relationships across all levels.

EXPERIENCE & TRAINING GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience:

- Five years of progressively responsible experience in administrative support functions or an equivalent combination of training and experience are required.
- Experience in a public agency is preferred and/or an associate degree are highly desirable.

Education:

- Graduation from high school or GED equivalent is required; at least 18 years of age.

Licenses; Special Requirements:

- A valid California Class C Driver's License and ability to maintain insurability is highly desired.
- Ability to understand and speak Spanish is highly desirable.

Physical Demands:

The position requires regular sitting, standing, and walking; frequent use of hands for repetitive tasks; reaching, speaking, and hearing; lifting up to 10 lbs.; and maintaining close vision and focus for detailed work.

Mental Demands:

This position requires effective written and verbal communication, basic math skills, the ability to learn and apply new information, manage multi-tasking and interruptions, meet changing deadlines and interact frequently with coworkers, customers, and the public.

SALARY AND BENEFITS

Monthly Salary: \$5,346 - \$6,623

Annual Salary: \$64,152 - \$79,476

RETIREMENT California Public Employees Retirement System (CalPERS), 2%@55 formulas for classic members and 2%@62 for Classic members PEPRAs. All are integrated with Social Security.

INSURANCE Cafeteria Plan with monthly flex dollar allowance to apply towards offered medical, dental, and vision plans for employee and eligible dependents. City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase available, with no medical questions asked.

VACATION Ranges from 10 days (80 hours) to 20 days (160 hours) depending on years of service.

SICK LEAVE 12 days per year. Partial payment of unused accumulated sick leave (over 800 hours).

HOLIDAYS 13 days per year.

BILINGUAL PAY \$100 per month upon passing bilingual (Spanish language) exam.

FLEXIBLE SPENDING ACCOUNT Voluntary program available to help with out-of-pocket healthcare and dependent care expenses.

LONGEVITY PAY SFPEA members receive an additional 3% after 10 YOS; a total of 4% after 20 YOS; and a total of 5% after 30 YOS.

TUITION REIMBURSEMENT Up to \$3,000 per fiscal year for approved courses.

EDUCATION INCENTIVE 2% Above base salary for a bachelor's degree and additional 2% for master's degree in related field from an accredited institution.



HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit SanFernando.Gov/Hiring-Now
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO

City of San Fernando Human Resources Division
117 Macneil Street, San Fernando, CA 91340
HumanResources@SanFernando.Gov | (818) 898-1221

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

POSTED: 3/27/26

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES
APPLICATIONS
FOR

ADMINISTRATIVE ANALYST

PROMOTIONAL OPPORTUNITY
(CURRENT CITY EMPLOYEES ONLY*)

MONTHLY SALARY
\$5,346 – \$6,623

ANNUAL SALARY
\$64,152 – \$79,476

PLUS EXCELLENT BENEFITS

FILING DEADLINE

APRIL 10, 2026 – 5PM

APPLY IMMEDIATELY

NOTE: If an insufficient number of qualified internal applications are received, the recruitment process will be expanded to include external candidates.