



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

MANAGEMENT ANALYST

DATE POSTED: February 14, 2018 **APPLICATION DEADLINE:** February 28, 2018

Position no. / Range: 1080/ 52.50

Union Status: Non- Union

Starting Pay/ Range: \$24.14- \$26.65 per hr.

Status/ Hours: FT / Exempt

Hours of Work: 7:30am-4:30pm

No. of Weeks: 50

Location: 841 S. 41st St., SD, CA 92113

Dept. / Program: Head Start/ Area 4

Basic Job Assignment:

Under direction of the Area Director, performs moderately difficult statistical and management analyses in support of the administrative functions of the assigned department or program; performs responsible analyses which support functions, projects, programs and initiatives in program administration and implementation.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of theory, principles, practices and comparative analysis techniques; applicable state and federal laws and regulations governing budgeting and financing of nonprofit agencies; policies, procedures, rules and regulations for assigned program/department; computer tools and software, particularly as related to statistical analysis, modeling, data management and manipulation; and advanced principles, practices and methods of administrative, budgetary, economic and procedural analysis. The ideal candidate will also have the ability to operate a personal computer and proficiently utilize Microsoft Excel, word processing, and other standard software; utilize specialized databases to obtain necessary information; read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from a varied audience; select appropriate methodologies and perform mathematical and statistical calculations and analyses; exercise sound independent judgment within general policy guidelines; understand, interpret, explain and apply state, local and association laws, reporting and recordkeeping; establish and maintain effective communication and working relationships with outside agencies, management, staff, volunteers and others encountered in the course of work; and proficient and correct usage of the English language, including spelling, grammar and punctuation. The ideal candidate will also have experience working with culturally and ethnically diverse, low income or no income clients and unique populations and demonstrate cultural competence, awareness, and sensitivity.

Qualifications:

- Graduation from a four-year college or university with a major in Public or Business Administration, Early Childhood Education, or a closely related field; **AND**



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- A minimum of three (3) years of progressively responsible experience performing complex financial, statistical and program analyses; **OR**
- An equivalent combination of training and experience.
- Current certification in Pediatric First Aid and CPR;
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center including fingerprints, TB, and physical examination as well as provide proof of immunity to measles and pertussis, and must obtain an influenza vaccination, or provide a medical exemption;

Example of Major Functions:

- Analyzes records and documents;
- Prepares worksheets and related records to administer assigned program;
- Develops, maintains and updates a variety of administrative and project tracking systems;
- Consults with and advises management and staff on project progress;
- Coordinates systems needs with Information Systems Department to establish a more efficient information flow;
- Interprets and explains program and/or funding agency provisions, rules, regulations and performance standards, and makes appropriate recommendations;
- Performs special cost, trend, impact and other analyses and drafts reports and recommendations on assigned projects to support department functions;
- Prepares a variety of regular and special reports for management, committees and councils;
- Assembles data, conducts studies and prepares monthly and periodic reports and annual management status report;
- Researches and recommends policies and procedures; participates in the development of Association or program policies and procedures;
- Assists in the development of staff and volunteer training programs.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: recruiting@neighborhoodhouse.org. Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: *Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.*

ABOUT NHA

The neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

BENEFITS:

Eligible employees receive the following benefits: Vacation;

- Sick leave;
- 13 paid holidays;
- Two (2) personal days;
- Four (4) days annual bereavement leave;
- 401K Retirement Plan;
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Social Security;

**Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.*

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department