



# 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 - SOCIAL SERVICES

**DATE POSTED:** December 4, 2018      **APPLICATION DEADLINE:** Open until filled

|                            |                                     |                       |                               |
|----------------------------|-------------------------------------|-----------------------|-------------------------------|
| <b>Position #/Range:</b>   | 4129/ 55.51                         | <b>Union Status:</b>  | Non-Union                     |
| <b>Starting Pay/Range:</b> | \$30.00 per hour                    | <b>Status/ Hours:</b> | Full-Time / Non-Exempt        |
| <b>Hours of Work:</b>      | Monday- Friday 8:00p.m. - 5:00 p.m. | <b>Location:</b>      | 5660 Copley Dr., SD, CA 92111 |

#### **Basic Job Assignment:**

Under the direction of the General Manager for Clinics, Programs and Community Affairs, the Management Analyst provide support to all Social Service Programs and Community Affairs special projects, perform administrative duties, and assist with special projects 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 techniques of public agency budget development and financing; applicable state and federal laws and regulations governing budgeting and financing of nonprofit agencies; association structure, policies and procedures; policies, procedures, rules and regulations for assigned programs; computer tools and software, particularly as related to statistical analysis, modeling, data management and manipulation; financial, statistical and comparative analysis techniques; advanced principles, practices and methods of administrative, budgetary, economic and procedural analysis; principles and practices of sound business communication; and association functions and associated financial management issues. The ideal candidate will also have the ability to operate a personal computer and spreadsheet, word processing, financial modeling and other standard software; utilize specialized databases to obtain necessary information; analyze and make sound recommendations on financial and budget data; select appropriate methodologies and perform mathematical and statistical calculations and analyses; prepare clear, concise and comprehensive financial analyses, reports and presentation materials; exercise sound independent judgment within general policy guidelines; understand, interpret, explain and apply state, local and Association laws, regulations and policies regulating financial accounting, reporting and recordkeeping; evaluate administrative and financial information and make sound recommendations within areas of responsibility under intensive deadlines; establish and maintain effective multi-agency and departmental contact; and establish and maintain effective working relationships with management, staff, volunteers and others encountered in the course of work.

The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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### Qualifications:

- Graduation from a Four-Year College or University with a major in Public or Business Administration, Social Work, or Social Services required with a Master's degree in the same fields preferred; **OR** Enrolled in a Master's level program;
- A minimum of five (5) years of progressively responsible experience performing complex financial, budget, and program analyses required;
- Experience with grant writing and review required;
- A high level of proficiency in Microsoft Office Suite required;
- Demonstrated superior level of customer service and professionalism required;
- A valid California drivers' license is required;
- TB test **required** upon hire and must be maintained every four (4) years.

### Example of Major Functions:

- Collaborate with Program Directors in meeting their goals, objectives, Statement of work (SOW) numbers, budget and compliance;
- Work closely with NHA QA department to oversee all program internal SOW audits;
- Work closely with County of San Diego during all In-depth Invoice Reviews and Site Visits for all County funded programs;
- Help with Community Affairs special projects such as Tabling, fairs, nominations, grants, etc;
- Assist grants and proposals as needed;
- Attend site visits, tours with CEO, community board meetings, etc. as needed;
- Review monthly General Ledgers with the Program Directors;
- Maintain SOW numbers with the programs;
- Assist with the development and distribution of the NHA Newsletter;
- Support planning of data driven decision making process for continuous quality improvement;
- Coordinator and keeper of Master Calendar;
- Interpret and explains program and/or funding agency provisions, rules, regulations and contractual obligations, and make appropriate recommendations;
- Maintain accuracy of computer generated reports;
- Assemble data, conduct studies and prepare periodic reports;
- Participate in the development of Association and/ or program policies and procedures;
- Consult and advise management on project progress;



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://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](mailto: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 a six (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**