|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | http://agency.governmentjobs.com/images/AgencyImages/sbcounty.gif | **COUNTY OF SANTA BARBARA**  **INVITES APPLICATIONS FOR THE POSITION OF:**  **Department Business Specialist I**  Job Bulletin# 18-2177-02  *An Equal Opportunity Employer* |  | |
| |  | | --- | | **SALARY: I level**: $59,583.10 - $72,742.39 approximately per year:  **II level**: $69,204.72 - $84,480.36 approximately per year:  An additional cash allowance of $6149.26 annually |   **OPENING DATE:** 4/11/2018 **CLOSING DATE:** Open Until Filled  We are accepting applications to fill a current vacancy in **Santa Barbara.**  The current vacancy is in the **Probation Department**.  **NOTE**: Candidates may be appointed at the I or II level, depending on the candidate’s qualifications and the needs of the department.  **THE POSITION:** Under general direction, supports departmental staff in the evaluation of various legislation, policies and business systems; monitoring of contract compliance to improve the service delivery of programs; analysis and reporting on program requirements and performance; and other duties as required.  **IDEAL CANDIDATE**:   * Possess strong analytical skills * Ability to compile, organize, analyze and interpret data * Ability to prepare written reports, summaries and displays of information. * Ability to exercise appropriate judgment in the release of information * Ability to communicate effectively and diplomatically with multiple, diverse individuals, community groups and organizations. * Ability to analyze and identify issues and propose recommendations * Possess a proactive hands-on approach. * Possess strong organizational skills and work with minimum supervision. * Ability to develop and conduct professional presentations appropriate for a wide variety of audiences. * Ability to work with staff and external partners on process improvement and creative problem solving * Ability to multi-task, prioritize work and operate under tight deadlines. * Proficiency in MS Excel, Word, PowerPoint.   **EXAMPLES OF DUTIES:**This position will support departmental staff in the evaluation of various legislation, policies and business systems; monitoring of contract compliance to improve the service delivery of programs; analysis and reporting on program requirements and performance; and other duties as required. More specifically, the DBS I/II position will be responsible for the following:   * Monitor contracts to ensure fidelity of provided services and enhance program quality Coordinate and collaborate on increased community engagement * Expand internal program evaluation efforts * Prepare reports and presentations * Prepare state reports Design, compose, and coordinate annual Realignment Plans * Support data cleaning efforts for evaluation purposes * Review and analyze impact of proposed and existing policies, laws, etc. * Support the expansion of Results First efforts * Conduct special projects that may include, but are not limited to, data gathering, survey analysis  1. Identifies and validates business process requirements and critical success factors. 2. Develops written procedures and implements adopted policies; coordinates the development or revision of policies and procedures to support new processes and systems, reduces costs, and maximizes service levels; evaluates organizational impact of changes; prepares response strategies; designs and improves forms; and coordinates publication and dissemination of such material. 3. Participates in meetings and presents data to assist managers in making operational and administrative decisions. 4. Performs related duties as assigned to meet departmental and program goals.   **EMPLOYMENT STANDARDS**   1. Possession of a bachelor’s degree in business administration, criminal justice, marketing, political science, public administration, economics, communications, organizational business management, accounting, project management, or other specific field of study related to assignment; **OR**, 2. possession of an associate’s degree in business administration, criminal justice, marketing, political science, public administration, economics, communications, organizational business management, accounting, project management, or other specific field of study related to assignment; **AND** two years of experience that would demonstrate knowledge of (a) fiscal management, budgeting, grant preparation and monitoring, and contract management; **or** (b) automated systems; **OR**, 3. four years of experience that would demonstrate knowledge of (a) fiscal management, budgeting, grant preparation and monitoring, and contract management; **or** (b) automated systems; **OR**, 4. four years of a combination of training, education, and/or experience that is equivalent to one of the employment standards listed above and provides the required competencies.   **Note**: Applicants who are currently in their final quarter or semester of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination process but may not be considered for appointment until they have attained the required degree.  **COMPETENCIES: To see Job Description for Competencies go to: https://secure.neogov.com/employers/class\_spec/detailed\_class\_specification.cfm?ClassSpecID=110481**  **Additional Qualifications:**   * Possession of a valid California Class C Driver’s License will be required at the time of appointment. * Independent travel throughout the county may be required.   **SELECTION PROCESS**:   1. **Review applications** and supplemental questionnaire to determine those applicants that meet the employment standards. 2. **Review of Personal History Questionnaire (PHQ):**  Candidates will be emailed a notice to complete a Personal History Questionnaire.  If you are recommended based on your PHQ results, you will advance to the next step of the selection process. 3. **Supplemental Questionnaire Ranking**. Responses to the required supplemental questionnaire will be evaluated and scored. Candidates’ final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire.   Applicants must receive a percentage score of at least 70 percent on the supplemental questionnaire to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive written notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list.  **NOTE:** Veteran’s preference credit is applicable for this recruitment (5 points for veterans, 10 points for disabled veterans). To be eligible for this credit, you must be applying for this position within five years from your most recent date of: (1) honorable discharge from active military service; or, (2) discharge from a military or veterans’ hospital where treatment and confinement were for a disability incurred during active military service; or, (3) completion of education or training funded by a Federal Educational Assistance Act. No time limit exists for veterans with 30% or more disability. To receive veteran’s preference points, you must: (1) check the Veteran’s Preference Points box on the employment application form; and (2) submit a copy of your Form DD214 and, if applicable, VA certification of disability rating, to the Human Resources Department on or before the oral examination date; and (3) pass all phases of the examination process. The preference points will be added to your final test score.  Recruiters will communicate with applicants by e-mail during each step in the recruitment process. Applicants are reminded to check spam filters continuously during the Recruitment & Selection Process steps listed above to ensure they do not miss required deadlines.  The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We do require verification of needed accommodation from a professional source, such as a doctor or a learning institution.  **HIRING PROCESS**:   1. **BACKGROUND INVESTIGATION:** includes an interview and a thorough check of police records, personal, military, and employment histories, and inquiry of persons who know you and evaluate whether you: respect the law and rights of others; are dependable and responsible; have demonstrated mature judgment in areas such as the use of drugs and intoxicants; are honest; and are a safe driver. 2. **POLYGRAPH EXAMINATION** will measure the accuracy of information given during the background investigation process and is part of the background investigation. After a conditional offer of employment has been accepted, appointee must successfully complete the following: 1. **MEDICAL EXAMINATION**. 2. Submit written documentation of his/her **LEGAL RIGHT TO WORK** in the United States.   The appointee must satisfactorily complete a probationary period.  **BENEFITS**:  The County of Santa Barbara offers generous benefits, please visit our website.   http://cosb.countyofsb.org/hr/CompSumm.aspx?id=11024  The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified persons of varied backgrounds, lifestyles, experiences and races.  **APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: Open Until Filled**. Applications and job bulletins can be obtained 24 hours a day at: **www.sbcountyjobs.com**. In Santa Barbara, applications and job bulletins may be obtained at the Human Resources Department, 1226 Anacapa Street, from 8:00 a.m. to 5:00 p.m. In Santa Maria, applications and job bulletins can be obtained on-line only at the Workforce Resource Center located at 1410 S. Broadway, from 8:00 a.m. to 5:00 p.m.  Debbie Beach, Senior HR Recruiter 805-568-2804 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department Business Specialist I**  **Supplemental Questionnaire** | | | |
| \* | | 1. | I acknowledge that it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meets the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application. |
|  | | | Checkbox I understand. |
| \* | | 2. | As part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire. |
|  | | | Checkbox I understand |
| \* | | 3. | The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails. |
|  | | | Checkbox I understand |
| \* | | 4. | To be considered for this position, you must meet one of the following requirements. If you do not meet them, your application will not be accepted. Make sure your application reflects your education and working experience. EMPLOYMENT STANDARDS  1. Possession of a bachelor's degree in business administration, criminal justice, marketing, political science, public administration, economics, communications, organizational business management, accounting, project management, or other specific field of study related to assignment; OR,  2. possession of an associate's degree in business administration, criminal justice, marketing, political science, public administration, economics, communications, organizational business management, accounting, project management, or other specific field of study related to assignment; AND two years of experience that would demonstrate knowledge of (a) fiscal management, budgeting, grant preparation and monitoring, and contract management; or (b) automated systems; OR,  3. four years of experience that would demonstrate knowledge of (a) fiscal management, budgeting, grant preparation and monitoring, and contract management; or (b) automated systems; OR,  4. four years of a combination of training, education, and/or experience that is equivalent to one of the employment standards listed above and provides the required competencies.  Note: Applicants who are currently in their final quarter or semester of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination process but may not be considered for appointment until they have attained the required degree.  Select which one of the Employment Standards you meet. |
|  | | | 1) I'm in my final semester/quarter (3-4 months) of obtaining a bachelor's degree in business administration, criminal justice, marketing, political science, public administration, economics, communications, organizational business management, accounting, project management. Checkbox 2) Possession of a bachelor's degree in business administration, criminal justice, marketing, political science, public administration, economics, communications, organizational business management, accounting, project management. Checkbox 3) A Bachelors or Associates degree in another specific field of study related to assignment. Checkbox 4) possession of an associate's degree in business administration, criminal justice, marketing, political science, public administration, economics, communications, organizational business management, accounting, project management, or other specific field of study related to assignment; AND two years of experience that would demonstrate knowledge of (a) fiscal management, budgeting, grant preparation and monitoring, and contract management; or (b) automated systems. Checkbox 5) four years of experience that would demonstrate knowledge of (a) fiscal management, budgeting, grant preparation and monitoring, and contract management; or (b) automated systems; OR, Checkbox 6) four years of a combination of training, education, and/or experience that is equivalent to one of the employment standards listed above and provides the required competencies Checkbox None of the above |
|  | | 5. | If you selected **Option 1**: Provide name of degree major/minor and date it will be completed.  If you selected **Option 2**: Provide name of degree major/minor and completion date.  If you selected **Option 3**: Name of degree that is specific to related study, level of degree, major/minor and completion date.  If you selected **Option 4**: Name of associates degree and date completed; and experience in the following areas: (a) fiscal management, budgeting, grant preparation and monitoring, and contract management; or, (b) automated systems.  If you selected **Option 5**: You must have four years of (a) fiscal management, budgeting, grant preparation and monitoring, and contract management; or (b) automated systems. Please include the agency, dates of employment, and hours worked per week. |
|  | | | |
| \* | | 6. | The supplemental questionnaire will be used as a scored examination. This will determine your ranking on the employment list for this job. Formal protests of supplemental questionnaire content must be filed in writing with the Human Resources Department within three (3) working days after the recruitment closing date, and are limited to the following: that the knowledge, skills, or abilities tested are not required for the job; and/or there are substantial errors in the questions. Formal protests of supplemental questionnaire exam procedures must be filed in writing with the Human Resources Department during the first five (5) working days immediately following the date notices of exam results were sent to candidates. Procedural protests are limited to the following: that irregularity (noncompliance with Civil Services Rules, applicable laws, etc.), bias, or fraud occurred in some aspect of the examination procedure. |
|  | | | Checkbox I Understand |
| \* | | 7. | Your responses to the following questions will be read and scored by a rater. The rater WILL NOT have access to your application/resume, while reviewing your responses. Although you may have some of this information on your application, you will need to answer the questions completely. In order to give the rater the best opportunity to evaluate your responses, please make sure you read the question carefully and fully answer all the questions asked. This is your only opportunity to provide detailed information. Failure to provide full and complete answers may affect the outcome of your score and rank on the employment list. |
|  | | | Checkbox I understand. |
| \* | | 8. | Provide 2 to 3 examples of your professional experience and expertise in preparing written reports, summaries and written presentations that displays information to a wide variety of audiences.  Please include the length of time you have been employed in a position that requires these skills and whether you served in a support or lead role for each example given. |
|  | | | |
| \* | | 9. | Provide 2 to 3 examples of your experience and your strategy when working under tight timelines where you have had to multi-task, prioritize and utilize creative problem solving approaches.  Include the length of time you have been employed in a position that requires these skills If applicable. |
|  | | | |
| \* | | 10. | Please describe a time when you identified a process that was inefficient.  A) List what steps you took to implement process improvement?  B) What was the end result? |
|  | | | |
| \* Required Question | | | |