



ALAMEDA COUNTY

Human Resource Services

Economic Development Analyst II Recruitment #17-0270-01

Monday, July 24, 2017

DATE OPENED 7/24/2017

FILING DEADLINE 8/18/2017 5:00:00 PM

SALARY \$38.37 - \$58.80/hour; \$79,809.60 - \$122,304.00/year

EMPLOYMENT TYPE Permanent Full-Time Employment

HR ANALYST Sam Gee

WORK LOCATION Oakland

INTRODUCTION

THIS IS A NEW ASSEMBLED EXAMINATION. The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can be extended.

Applications must be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing. Postmarks are not accepted. Applications will only be accepted on-line.

DESCRIPTION



East Bay

Economic Development Alliance

www.eastbayeda.org

Background

The East Bay Economic Development Alliance (East Bay EDA) is a cross-sector membership organization with 27+ years of high-level leadership and collaborative history serving Alameda and Contra Costa Counties. East Bay EDA has over 130 active organization members, including 27 cities/towns.

As a regional economic development organization recognized by the Governor's Office of Business & Economic Development, East Bay EDA represents a broad network of resources, information and services that connects business, government, special district and nonprofit leaders to enhance economic development and quality of life assets.

East Bay EDA provides research, analysis, support and direct business services with guidance from its Economic Development Directors' Council, composed of economic development representatives from member cities/towns, local Workforce Development Boards, county unincorporated areas, and Small Business Development Centers. East Bay EDA also provides professional development training opportunities for its counties and member cities/towns.

Governance & Work Focus

East Bay EDA is governed by a group of high-level, cross sector leaders, its Executive Committee, with members including:

- Appointees from the East Bay Boards of Supervisors & County Administrators
- Appointees from the East Bay Mayoral Conferences and the City Managers' Associations
- Appointees from the Economic Development Directors' Council
- Appointee from the Alameda County Special District's Association
- "C" and "E" level business representatives, across industries
- Labor representative
- K-12 and post-secondary education representatives
- Environmental stewardship representative
- Research laboratory representative
- Utilities representative
- Regional philanthropic and nonprofit representatives

East Bay EDA's strategic work plan is developed from the goals and metrics identified by its Leadership Committees. These Committees focus on the areas of:

- Business Development & Resources
- City/Town Economic Development Opportunities & Challenges
- International Trade & Investment
- Land Use and Infrastructure Maintenance & Needs
- Legislation & Advocacy that Promote Economic Development and Quality of Life
- Regional Marketing & Communications
- STEM Education Leading to Sustainable Employment & Careers
- Membership Engagement



About the Position

The Economic Development Analyst II is a senior level team member who is expected to perform work in support of East Bay EDA's priorities with minimum supervision and considerable independent judgment. The incumbent is expected to be a self-starter and to use creativity and resourcefulness in carrying out tasks. The incumbent is expected to help develop and accomplish goals in assigned areas and strengthen relationships with members and organizational partners. The Incumbent is expected to serve as the support lead for select Leadership Committees and may manage special projects or signature events.

The incumbent is expected to have the skill set to utilize data platforms for research and analysis purposes, including:

- Federal and state available data, including labor statistics
- EMSI
- IMPLAN
- CoStar
- EconoVue

The incumbent is responsible for creating and finalizing reports, communications and information packets for the organization. Excellent organization, writing and editing skills are necessary to perform this work. Because the work of East Bay EDA is multi-faceted with many audiences, planned work is often augmented by other time-sensitive opportunities for economic development and regional marketing advancement. The incumbent must be able to frequently multi-task and re-prioritize.

The incumbent is not expected to have high level expertise in all the desired areas of skills and experience, and will be supported by other team members, leadership and external partners.

East Bay EDA's team has been able to perform its work effectively and reach outstanding achievements through the leveraging of knowledge, networks and resources from its members and partners.

Ideal Areas of Desired Skills & Experience

- Experience working in diverse sectors: business, government, nonprofit, special district
- Experience working in complex environments, requiring frequent multi-tasking
- Strong communication skills appropriate to diverse sectors
- Experience with regional micro/macro economics
- Work with international business development and/or investment work
- Experience in conducting input/output analysis
- Familiarity with marketing software
- Experience in writing reports and/or articles and editing skills for publications
- Event planning experience

- Fundraising experience
- Board/Committee support and note taking experience
- Project/program management
- Meeting facilitation skills
- Presentation skills and public speaking experience
- Familiarity with data platforms

About the Work Environment

Although originally an advisory committee to the Alameda County Board of Supervisors, East Bay EDA now has its own 501 (c) 3 status and serves both East Bay counties, while maintaining a fiscal and management relationship with Alameda County.

The work of East Bay EDA is approached through a cross-sector lens, in reference to its initial work and the belief that a diverse strategy is more thoughtful and sustainable. East Bay EDA uses processes and procedures that guide its fiscal management, personnel system and governance, however it works in an entrepreneurial environment, mindful of innovation and the creative use of resources to increase capacity and impact.

East Bay EDA's work often expands beyond the traditional work week schedule, and participating in evening events, conferences and trade shows at the Economic Development Analyst II level is not infrequent.

The Economic Development Analyst II is expected to work as a supportive part of the East Bay EDA team, providing assistance to others as needed, sharing knowledge, and providing training in specific skills sets, as appropriate. The incumbent is expected to demonstrate professionalism and respect towards team members, East Bay EDA leadership and organizational members, leading to the development of trustful relationships and a strong sense of dependability.

All team members of East Bay EDA are expected to embrace continuous learning and develop from experiences and constructive feedback. Professional development opportunities are made available and built into the East Bay EDA budget. Professional pro bono mentors are also identified for team members to enhance professional and personal goal development.

Typical Responsibilities of the Economic Development Analyst II Position

- Acts as lead support for 3-5 Leadership Committees, plans meeting agendas, secures subject matter experts for education panels, researches and identifies supporting information and documents, takes meeting notes, and prepares Leadership Committee Chair/Co-Chairs for conducting meetings and follow-up.
- Researches, analyzes and publishes economic data and newsworthy articles for quarterly e-newsletters for members and partners.
- Manages relationship with economic development consultant in preparation of East Bay EDA's annual East Bay Economic Outlook report, including identification of key content areas, coordination of editing activity, and adherence to report development timetables.
- Researches and provides appropriate content for posting on the East Bay EDA's website.
- Prepares information for trade shows, meetings with investors, conferences, site selection and business meetings.
- Prepares presentations for Mayors' Conferences, League of California Cities, local chambers, local economic development commissions, local leadership training programs and other entities requiring information on the economic state of the region, counties, sub-regions and/or cities.
- Participates in representing East Bay EDA as a presenter, active member of local advisory boards, active member of industry-specific advisory committees, or regional committee member.
- Assists the Executive Director in proposal writing and evaluation reports for support funds from government, philanthropic and corporate resources.
- Manages East Bay EDA signature events related to regional marketing, the promotion of STEM education, international trade and investment, and business development.
- Assists the Executive Director with tasks related to supporting East Bay EDA's Executive Committee and its Officers.
- Assists the Executive Director with budget planning, revenue and expenditure tracking, and revenue acquisition as needed.



MINIMUM QUALIFICATIONS

Economic Development Analyst II:

Either I

The equivalent of two years of full-time experience in the class of Economic Development Analyst I in the Alameda County classified service.

Or II

Possession of a Bachelor's degree from an accredited college or university with a related field of economics or city regional planning preferred. The completion of a Basic Economic Development Course (or other courses of similar content and depth) and attendance to at least one CALED Annual Conference (or other courses of similar content and depth).

Or III

The equivalent of three years of progressively responsible full-time professional level experience in economic or community development, program administration, research or a closely related field; a Master's degree in a related field may be substituted for one year of experience.

And

A recommendation for selection by an Independent Review Board that conducts an oral and written examination will be required of all candidates.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Considerable Knowledge of:

- The principles, practices and issues of economic and community development including industrial retention, development and recruitment, strategic planning, resource development and marketing.
- Federal, state and local economic development/business resource programs.
- Resources and practices utilized in urban, regional economic development programs.
- The preparation, review and dissemination of technical reports (technical writing skills).
- Statistical and analytical techniques applicable to economic and demographic data.

Working Knowledge of:

- Fiscal and budgetary practices and funding sources.
- Principles of administration, organization and management.
- Techniques used in group dynamics, negotiation and consensus building.
- Computers and software (Microsoft Word, Access, Excel & Outlook and Adobe Acrobat).
- Use of the internet to conduct research, access data, reports and related news.
- The principles and techniques of report writing and organizational and operational analysis.

Desired Knowledge of:

- Federal, state and local environmental agencies and their role with other agencies and the business community.
- How to utilize website editing and publication software like Microsoft FrontPage, Expression Web or Dreamweaver to maintain and create webpages or websites on the internet.
- How to utilize a database program like Microsoft Access to import, format, analyze, create queries, link to, manage and update information.
- How to design, use an RFP and manage a contract with consultants and service providers.
- How to develop and implement a regional economic development program, including proactive outreach and communications, marketing strategies and collateral materials.
- Research and prepare complex economic development proposals.

Ability to:

- Analyze technical, legal and financial documents and interpret and apply complex rules, regulations, laws and ordinances.
- Organize work, set priorities and exercise sound independent judgment within established guidelines and use creative ways to resolve issues.
- Work effectively with public officials, business leaders, financial institutions, citizen groups and department managers in interdepartmental and diverse team environments.
- Effectively communicate technical information, verbally and in writing, to the business community, news media and through public presentations.
- Establish and maintain a positive customer service attitude and work effectively with internal and external customers, in a highly visible position.
- Maintain assignment flexibility and be able to manage multiple projects concurrently.
- Learn new software programs and communications systems.
- Utilize letters, newsletters and the internet to communicate effectively with staff, members, business clients and prospects.

EXAMINATION COMPONENTS

THE EXAMINATION WILL CONSIST OF the following steps:

- 1) A review of candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process.
- 2) A review of candidates' Supplemental Questionnaires to select the best qualified applicants to continue in the process.
- 3) An oral interview which will be weighted as 100% of the candidate's final examination score. The oral interview may contain

situational exercises.

CANDIDATES MUST ATTAIN A QUALIFYING RATING ON EACH PORTION OF THIS EXAMINATION.

We reserve the right to make changes to the announced examination components. Alameda County utilizes a Civil Service Selection System founded on merit. Such a system is competitive and based on broad recruitment efforts and equal opportunity for qualified applicants to test in an examination process designed to determine the qualifications, fitness and ability of competitors to perform duties of the vacant position. Many of our recruitments are targeted and specific to the needs of a current vacant position, in which case, the eligible list may be exclusively used for that current vacant position. Other recruitments may be more broadly used for both current and future vacancies, or for other alternate jobs with comparable scopes of work. To learn more about our recruitment and selection process, please visit the "What You Need to Know" section of our website, www.acgov.org/hrs.

SELECTION PLAN

Applicants will be informed via email with reasonable notice in advance of any examination process which will require their attendance. The following dates are tentative and subject to change based on the needs of the Agency:

TENTATIVE SELECTION PLAN

Deadline for Filing:	Friday, August 18, 2017
Review of Applications for Minimum Qualifications:	August 25, 2017
Review for Best Qualified:	September 5, 2017
Oral Examination:	Wednesday, September 20, 2017

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN

Alameda County and the Human Resource Services Department will make reasonable efforts in the examination and/or selection process to accommodate qualified individuals with disabilities and/or medical conditions in accordance/compliance with the State Fair Employment and Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) Alameda County's Reasonable Accommodation Policy and applicable statutes. To request an accommodation due to a disability/medical condition during this or other phases of the examination/selection process, please contact the assigned Human Resources Representative listed on the job announcement ***before the last date of filing***. Alameda County requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA and applicable statutes.

For more information regarding our Reasonable Accommodation procedures, please visit our website, www.acgov.org/hrs

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Welfare Benefits

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Vision
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- County Allowance (Employer Credit)
- Health Flexible Spending Account
- Dependent Care Flexible Spending Account
- Accident, Critical Illness & Hospital Indemnity
- Employee Assistance Program

For your Financial Future

- Short-term Disability Insurance
- Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan)
- Deferred Compensation Plan

For your Work/Life Balance

- 11 paid holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Group Auto/Home Insurance
- Commuter Benefits Program
- Group Legal
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)

- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.

CONCLUSION

All notices related to County recruitments for which you have applied will be sent/delivered via email. Please add @acgov.org and alamedacountyHR@acgov.org as accepted addresses to any email blocking or spam filtering program you may use. If you do not do this, your email blocking or spam filtering program may block receipt of the notices regarding your application for recruitments. You are also strongly advised to regularly log into your County of Alameda online application account to check for notices that may have been sent to you. All email notices that will be sent to you will also be kept in your personal online application account. You will be able to view all of your notices in your online application account by clicking on the "My applications" button on the Current Job Openings page.

Please take the steps recommended above to insure you do not miss any notices about a recruitment for which you have applied. The County of Alameda is not responsible for notices that are not read, received or accessed by any applicant for a County recruitment.

NOTE: All notices are generated through an automated email notification system. Replies to the email box alamedacountyHR@acgov.org are routed to an unmonitored mailbox. All notices are generated through an automated email notification system. Replies to the email box are routed to an unmonitored mailbox. If you have questions please go to our website at www.acgov.org/hrs. You may also contact the Human Resources Analyst listed on the job announcement for the recruitment for which you have applied.

Sam Gee, Personnel Services Manager
Human Resource Services, County of Alameda
510-267-9492

Alameda County is an Equal Opportunity Employer