

FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Williams	
Hart	X
Hartmann	
Adam	
Lavagnino	

Inquiry Number: 002

Department: CEO
Date: 4/11/2019
Page(s) of PowerPoint: 19

Request/Question:

Can you please provide more information about the 1.0 FTE Management Analyst? If the intent of this position is to hire a college student, would this expansion request be funding one person or multiple? Is this an hourly or salaried position and would they receive benefits?

The Management Analyst position would be a salaried full-time position (not hourly) with benefits and, if funding for this expansion is granted, the CEO will work with HR to develop an appropriate job classification and salary level. The balance of the funding request of \$125,000 would be used support additional hourly, non-benefitted extra-help or temporary position(s) to expand the program to engage more participants.

The intent of the Management Analyst Intern Program, modeled after the City of Long Beach's very successful Management Assistant Program (see attached flyer), is to integrate with local post-secondary educational institutions such as UCSB, SBCC, Hancock, Westmont, etc. and create a gateway from higher education to County employment. The purpose of the program is to grow, mentor, and develop the high-performing County workforce of the future.

The program is designed as a two-year limited-term apprenticeship program. The permanent Management Analyst will be selected through a competitive process that seeks out a high-achieving and motivated recent graduate interested in pursuing a career in County government. The candidate will be matched with an appropriate mentor to guide and support him or her throughout the two-year period. In addition to this dedicated mentorship, the candidate will also receive guidance from other managers within the organization who can provide skill- and project-specific expertise and leadership to allow for a successful learning and growth experience for the candidate, as well as to maximize the value of his or her contributions to the County over the two-year period.

It is anticipated that the participants in the proposed Management Analyst Intern Program will work on special projects in the CEO's office as well as potential assignments in other County departments.



MANAGEMENT ASSISTANT PROGRAM

For the past 39 years, the City of Long Beach Management Assistant Program has attracted the country's top graduate students to work in local government. The Management Assistant Program provides talented and motivated individuals with experience and skills to become innovative local government leaders.

Qualifications

Completed requirements for a Master's Degree in Public Administration, Public Policy, Business Administration, Urban Planning or a related field by June 2019 and 6 months experience in government, finance, legislation, research, or statistical analysis.

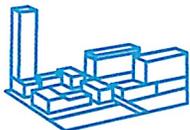
Salary

Approximately \$58,354, a full benefits package, and a CalPERS defined pension with an employee participation currently at 6.5 percent of salary.

Management Assistants will:

- Learn about managing a thriving, full service City by working under the City Manager in four different departments, including the City Manager's Office and Financial Management.
- Take the lead on challenging citywide projects as key members of the City Management Team, developing lasting innovative solutions to serve a diverse community.
- Work with accomplished career managers and access high-level decision-making, including mentorship and weekly participation in Department Director meetings.
- Gain experience and exposure to better compete for professional City positions.

FY19 \$3B budget prioritizes safety, homelessness, and infrastructure



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If you have any questions, please email: Management.Assistant@longbeach.gov

Learn more about the Management Assistant Program at: www.longbeach.gov/jobs/map/

EQUAL OPPORTUNITY EMPLOYER

The City is an Equal Opportunity Employer and values diversity at all levels of the organization. This information is available in an alternative format by request at: (562) 570-7144. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

*The fellowship is named for former Management Assistant, David Wodynski, who rose quickly in the organization and passed away in 2010.