



CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

Administrative Analyst

Monthly Base Salary: \$8,162.50 - \$9,920.07

A 3% COLA is scheduled for July 2026

Closing Date: May 8, 2026

The City of Piedmont is a primarily residential 1.7 square mile Charter City. Residents are civic minded and embrace traditions, while also looking for new opportunities to innovate and grow together as a community. With approximately 11,000 residents, the City is located in the beautiful Oakland Hills, overlooking the San Francisco Bay. Aptly named “Piedmont,” or “foot of the mountain,” its most distinct features are gardens, bridges, parks and schools that create a special sense of place. In 1907, residents voted to incorporate it as Piedmont, and in 1923 the City became a Charter City. This year, the City opened a new all-electric aquatic facility featuring a state-of-the-art competition pool, activity pool and modern bathhouse.

DEFINITION

Under general direction, performs a variety of highly responsible duties and complex clerical, technical, analytical, and administrative support duties; provides administrative, program, and project support to a City department; plans, develops, and carries out specific programmatic responsibilities related to the department or program to which assigned;; analyzes practices and procedures and makes recommendations for administrative and operational improvements; coordinates assigned activities with other divisions, outside agencies, and the general public; assigns and reviews the work of assigned administrative support personnel; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Department Director or designee. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Administrative Analyst series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing duties in support of the City’s assigned function(s); assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring work is consistent with quality standards, and timeline expectations are met.
- Performs the more complex analyst work for which there is little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.
- Performs a wide variety of complex, responsible, and confidential administrative duties for management personnel.
- Coordinates and performs professional-level administrative and programmatic work in such areas as public information, community outreach, contract administration, legislative analysis, and/or information technology.
- Conducts assessments and monitors program performance by researching and analyzing operational, fiscal, and technical data and impact to determine feasibility, resolves problems, and increases efficiency; consults with City staff, management, and outside agencies; recommends and implements modifications to systems and procedures.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.

- Develops and administers department, programmatic, and project budgets; collects and accounts for fees and other monies collected; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems; performs accounting functions related to ordering supplies, equipment and services and processes invoices, including development of special invoices, as necessary.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department and programs to which assigned.
- Conducts a variety of analytical and operational studies by selecting, adapting, and applying appropriate analytical, research, and statistical techniques; evaluates alternatives, makes preliminary and final recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive reports, identifies alternatives, and makes and justifies recommendations.
- Participates in research, development, conversion, installation, and maintenance information technology projects for department-specific applications and systems.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scopes of work; evaluates proposals and recommends award; administers contracts to ensure compliance with City specifications and service quality.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Maintains accurate records and files; develops records management systems and complies with retention schedules.
- Manages and responds to Public Records Act requests.
- Assists with response to active and pending claims against the City.
- Attends and participates in professional group meetings; stays abreast of new trends, technologies, and innovations in area(s) of assignment; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in federal and state and local regulations, analyzes impacts, and recommends and implements policy and procedural changes after approval.
- Provides technical and functional direction to assigned staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and City policies and procedures.
- Monitors quality of work and identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes and staffing levels; implements changes and improvements after approval.
- Prepares, processes, and tracks forms, and records, such as requests for payments, purchase orders, invoices, requests for proposals, bid packages, contracts and agreements, draft resolutions, and mailing lists.
- Provides a variety of administrative support to City commissions or committees; prepares and distributes agenda packets; arranges for necessary set-up and materials to be available at meetings; attends meetings, acts as meeting and/or committee secretary, prepares minutes; follows-up on decisions as required.
- Orders and purchases supplies for the department.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Theories, principles, and practices of public and business administration as applied to assigned department, programs, and projects.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Public relations techniques.
- Recent and on-going developments, current literature, and sources of information related to assigned programs, projects, and services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- Principles and practices of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Principles and practices of assigning and reviewing the work of others, including conducting performance evaluations.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures. Assist in the development of goals, objectives, policies, procedures, and work standards for assigned department, programs, and projects.
- Develop and administer assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Coordinate and oversee administrative, budgeting, and fiscal reporting activities.
- Perform responsible and complex administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational studies.
- Conduct research on a wide variety of administrative topics including public information, community outreach, contract administration, legislative analysis, and/or information technology.
- Analyze, interpret, summarize, and present information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience: Two (2) years of increasingly responsible professional experience in administrative and management analysis, and the performance of clerical and administrative duties involving frequent public contact.

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle is necessary to perform the essential functions of the position and the employee cannot travel to/from various work locations by other means in a timely manner.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Depending upon area of assignment, may require the ability to pass a comprehensive background check.

All public employees are designated as Disaster Service Workers. As such, all City of Piedmont employees may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

COMPENSATION

Monthly Salary: \$8,162.50 - \$9,920.07, a 3% COLA is scheduled for July 2026

BENEFITS

The City currently offers the following benefits to its employees:

- Medical, with a generous amount of the premium paid by the City. In lieu of medical coverage, the employee may elect to receive \$500/month in cash.
- Delta Dental Premier, with orthodontia @ \$5,000 lifetime maximum, premium paid in full by the City.
- Vision, with the ability for an annual exam, premium paid in full by the City.
- Employee Assistance Plan, with up to 10 counseling visits per person, per issue, per year.
- Life insurance with a value of 2X your annual salary, and long-term disability 60%, premium paid in full by the City.
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 7.75%. **The City also participates in Social Security.**
- Medicare: Employees contribute 1.45% with employer match.
- Vacation: Accrue 11 days per year to start at the rate of 6.875 hours per month.
- Personal Leave: In lieu of overtime, from 5 – 10 days of leave with pay each year.
- Holidays: 14 paid days per calendar year.
- Sick leave accrual @ 9.38 hours per month.
- Flexible Spending Account (Section 125): Set aside pre-tax funds for dependent care and out-of-pocket medical expenses.
- 457 Deferred Compensation, Roth and Commuter Benefits Program available on a voluntary basis.
- Tuition reimbursement available.
- Children of full-time City employees are eligible to attend school in the Piedmont Unified School District. Employees' children are eligible to attend the Piedmont Recreation Department (PRD) preschool program, Schoolmates programs and PRD run Summer Camps at no charge. Eligibility to attend these programs is based upon availability.

THE APPLICATION PROCESS

To be considered for this employment opportunity, a city employment application must be submitted by May 8, 2026. Please apply online at <https://piedmont.casellehire.com/jobs/>. The City of Piedmont complies with ADA, is an Equal Opportunity Employer and is seeking a diverse candidate pool. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

The City reserves the right to close this recruitment at any time and not fill this position.

The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

Human Resources
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4/23/2026