

## **MANAGEMENT ANALYST - GRANT FUNDED POSITION**

Grade: 812, Salary: \$37,398 - \$62,816 Annually  
*Salary depending on experience*

### **AS THE EMPLOYER OF CHOICE FOR SOUTHERN ARIZONA, WE OFFER EXCELLENT BENEFITS AND AN OUTSTANDING WORKING ENVIRONMENT!**

Employees in these classifications earn 104 hours of sick leave and 104 hours of vacation leave annually. However, this position will develop into a permanent part-time which will result in accruals being pro-rated based on the number of hours worked in the pay period. Vacation accrual rates increase with seniority. Sick Leave balances are unlimited and Vacation balances have a cap of 288 hours.

#### **[Click for Complete Listing of Benefits](#)**

You are encouraged to print this bulletin because it contains important dates and information that will not be available online once this position closes. This recruitment will establish a civil service list which will be utilized to vacancies occurring within the next 6 months.

**As with all grant positions for the City of Tucson, the position is terminus upon funding (meaning that your employment will cease at the termination of the grant). Our grant is for four years and the position will initially be full-time based on funding for the first several months, but will eventually develop into a permanent part-time position. Again, this is a grant funded position and in accordance with AD 2.02-3, Section 1, Part E. Permanent classified employees who have previously completed a probationary period in a non-grant funded position and are serving in a grant funded position are exempt from the requirements of this section.**

**The Tucson Police Department's Financial section is seeking a qualified, hardworking and motivated individual to provide grant management oversight for the \$3,100,651, 4-year American Recovery and Reinvestment Act (ARRA) Justice Assistance Grant (JAG) for the several jurisdictions inside of Pima County that are participating (City of Tucson, City of South Tucson, Town of Marana, Town of Oro Valley, Town of Sahuarita, and Pima County). As part of the Recovery Act, the funding will provide investments in infrastructure for effected jurisdictions by providing stimulus funding that will help minimize a reduction in essential services due to current economic conditions, provide long term economic conditions, provide long term economic benefits, preserve and create jobs, and help stabilize local governments inside of Pima County, AZ. These projects include the following:**

- 1. Purchase and installation of a new dispatch and reporting system**
- 2. Purchase of new Crime lab equipment providing a crucial upgrade in technology and efficiency in this critical area**
- 3. Server and network upgrades**
- 4. Hiring of prosecutors (stabilization effect on local government to preserve and create jobs)**
- 5. Purchase of a motors unit (stabilization effect on local government for economic benefit)**
- 6. Purchase of critical patrol equipment**
- 7. Purchase of proximity readers for Officer safety**

**Examples of essential duties may include:**

- Conducts operational and work flow analysis by facilitating meetings, researching, preparing reports containing costs and ratios, preparing recommendations for presentations, assisting with procedure and program implementation and development of performance measurements.
- Researches and writes detailed reports by researching, compiling data, creating plans for staffing, equipment and budgetary impact.
- Coordinates special projects by designing and purchasing necessary commodities related to the grant, composing written materials, and developing presentations.
- Assists with capital projects, program management, and coordinates programs and policies.
- Designs, develops, coordinates, tracking and financial reporting systems related to the grant.

**QUALIFICATIONS:**

- Bachelor's degree in Business or Public Administration, Organizational Development or related field
- Over two years experience with work process analysis, municipal funding and grants, program evaluation, surveying and statistical analysis or work efficiencies management
- Equivalent education and experience will be considered

**OTHER REQUIREMENTS:**

Selected candidate must undergo an extensive background check, polygraph examination, drug screen, and motor vehicle history report. Employment offers are contingent upon successfully passing any of the above requirements.

## **ACCEPTING ONLINE APPLICATIONS FROM JULY 16, 2010 - AUGUST 1, 2010**

### **PRE-SCREEN QUESTIONNAIRE INSTRUCTIONS**

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1. Once you have applied using the City's online application process, you must then complete AND return a Preliminary Applicant Questionnaire.
2. Current TPD employees are not required to complete the preliminary applicant questionnaire.
3. This questionnaire is a fillable MS Word Document and may be accessed by clicking the above link or by copying the following address into your browser. Please allow a few seconds for the file to download: <http://www.tucsonaz.gov/pdf/police/revprescreen.doc>
4. THE ONLY METHOD which you may return your completed questionnaire IS BY EMAIL as a MS Word attachment to: [TPDBackgrounds@tucsonaz.gov](mailto:TPDBackgrounds@tucsonaz.gov)

It is highly recommended that you utilize the "Save As" function and save a copy to your local disk prior to emailing. Your questionnaire must be saved as a MS Word Doc (.doc) in version XP or earlier (do not use Vista). Please use "Management Analyst 0866" as your email subject line. You only need to submit one questionnaire.

5. Questionnaires from all applicants who have successfully applied must be received by the Tucson Police Department by **midnight MST on the closing date, August 1, 2010**. Failure to properly complete an application or submit the questionnaire by the established deadlines will result in your removal from this recruitment process. Questionnaires received from applicants who did not properly apply online or who do not meet the minimum qualifications will not be considered.

6. You will need to type your responses onto this document and email it to TPD as an attachment. Please ensure you complete all the questions. For responses involving a yes/no box, simply place a capital X in front of the applicable response. Do not worry about signing the form prior to submitting.

7. One of the fundamental requirements of working in the law enforcement arena is the ability of an individual to adhere to and demonstrate the highest legal and ethical standards. Unfortunately, it is our experience that a number of applicants in each hiring process will fail due to material omissions or untruthfulness when completing their prescreen questionnaire and subsequent background information. If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information during any part of the application and hiring process, you will be PERMANENTLY DISQUALIFIED from ever being employed by the Tucson Police Department.

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#### **WHAT HAPPENS NEXT:**

To be considered for this position, please submit online a completed application, a complete pre-screen questionnaire, chronological resume, and complete responses to the supplemental questions by the closing date, August 1, 2010. Those applicants meeting the minimum qualifications will be evaluated on the education and work experience in their employment profile and the responses to their supplemental questions. The highest scoring applicants will then be invited to participate in an oral board interview. Upon completion of all examination processes, the highest scoring applicants will be placed on the Civil Service Employment List.

An applicant's ranking on the Civil Service list will be based on their final score which will be calculated as 20% of your rating for Education and Work Experience and 80% of your rating for the Oral Board.

Veterans, Native American, or Disability preference points will be added to the final score for those that are placed on the Civil Service Employment List. If you qualify for Veteran or Native American preference points, you must submit your documentation at the Oral Board interviews. For DD 214's, it must be a copy that indicates characterization of service. [Click here to read the definitions.](#)

#### **HOW TO APPLY:**

In order to apply, you must register to apply online if you have not already done so. If you are new to the City of Tucson job site, an online guide is available by clicking on "*Employment Application Frequently Asked Questions*" on the main employment page.

After you have registered, click on "View Job Openings" and apply for this position. You may paste your resume under "My Profile Information".

**Step 1** - Update or Add your Personal and Demographic information (You may also paste your resume [here](#))

**Step 2** - Update or Add your Education Information

**Step 3** - Update or Add your Work Experience Information

**Step 4** - Complete the Supplemental Questions

Click on "[Submit Application](#)" when you are finished and ready to submit your application.

**Applications that do not contain complete education, work experience, a chronological resume and complete responses to all supplemental questions will not receive further consideration and will be deemed as an incomplete application.**

Examination results and current status will be communicated by email so please ensure your browser accepts emails from [jobs@tucsonaz.gov](mailto:jobs@tucsonaz.gov) and check your email account regularly.

If you are in need of Americans with Disabilities Act-related accommodation during the testing process, please call 520-791-4241 at least 48 hours prior to the scheduled evaluation.

**CONTACTS:**

*All inquiries should be addressed to the below individuals. Do not send emails to [jobs@tucsonaz.gov](mailto:jobs@tucsonaz.gov), because this is utilized only for outbound notifications.*

Jolene Hansen, HR Technician, (520) 837-4175, email: [Jolene.Hansen@tucsonaz.gov](mailto:Jolene.Hansen@tucsonaz.gov)

Mark Pargas, Lead HR Analyst, (520) 837-4177, email: [Mark.Pargas@tucsonaz.gov](mailto:Mark.Pargas@tucsonaz.gov)

**JOB CODE:** 0866/0710 TPD

*To ensure accurate payroll information for tax purposes, the successful candidate will need to provide their original Social Security Card or original letter from the Social Security Administration with their social security number prior to beginning work with the City of Tucson.*

*The City of Tucson is an equal opportunity/affirmative action employer. Federal immigration laws require all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. The City of Tucson participates in the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to aid employers in verifying the employment eligibility of all newly hired employees. E-Verify, along with the Form I-9, protects jobs for authorized U.S. workers, improves the accuracy of wage and tax reporting, and helps U.S. employers maintain a legal workforce.*

*Retired City of Tucson employees receiving benefits from the Tucson Supplemental Retirement System who are considering reemployment with the City should be aware that pursuant to Part II, Chapter 22, Article III, Division 1, Section 22-37(g) of the Tucson City Code, retirement benefits shall be suspended during the period of reemployment with the City of Tucson unless you have been separated at least twelve consecutive months before returning to work AND you return to a non-permanent employment classification. Creditable service does not accrue during any reemployment period.*