



Cordova Recreation & Park District
Senior Management Analyst - Parks & Recreation

SALARY	\$44.27 - \$56.50 Hourly \$3,541.85 - \$4,520.39 Biweekly \$7,674.00 - \$9,794.18 Monthly \$92,087.97 - \$117,530.19 Annually	LOCATION	Rancho Cordova, CA
JOB TYPE	Full-time	JOB NUMBER	2025-00000548
DEPARTMENT	Administration	OPENING DATE	02/21/2025
CLOSING DATE	3/23/2025 11:59 PM Pacific		

Description

The Cordova Recreation & Park District (CRPD) is seeking a Senior Management Analyst – Parks & Recreation with the responsibility to perform advanced analytical and administrative duties, and support budget and management issues for the Parks and Recreation and Risk Management departments. Responsibilities include managing complex program areas, planning, coordinating, directing, and evaluating systems and operations, and developing recommendations and reports.

We are an award-winning agency that thrives on positive relationships and partnerships in our community.

This is a full-time onsite position with a comprehensive benefits package that includes fully paid medical, dental, and vision for the employee and all eligible dependents. CRPD participates in the CalPERS Retirement System. Employees in this classification have the option of working a 9/80 schedule. (a two-workweek schedule of eight 9-hour days, one 8-hour day, and one day off)

First-round interviews will tentatively take place the week of April 7, 2025.

Who We Are

Established in 1958, Cordova Recreation & Park District (CRPD) is an independent special district governed by an elected Board of Directors.

We provide quality recreational programs, parks and services for our diverse and growing region. We currently operate over 49 parks and facilities across more than 600 acres of urban and open space. We also operate Cordova Golf Course which is a full-service 18-Hole course with a lighted driving range, pro-shop and lessons from PGA professionals. We host dozens of events throughout the year and provide athletic, educational and creative outlets for children and adults of all ages.

Who We Serve

We proudly serve communities within Sacramento County including the City of Rancho Cordova and the communities of Gold River, Larchmont, Mather, Riviera East, Rosemont and additional unincorporated portions of Sacramento County.

Learn more about Who We Are at [cordovarpd.gov/about-us/!](https://cordovarpd.gov/about-us/)

Summary Description

Under general supervision of the Director of Parks and Recreation, performs a wide variety of complex and diverse advanced level analytical and administrative duties including duties in support of budget, financial, policy, administrative and management issues affecting the Parks and Recreation and Risk Management departments; assumes responsibility for managing the more complex program areas in assigned department; plans, coordinates, directs, and evaluates assigned systems, procedures and operations; develops recommendations and writes reports; participates in special projects and assigned programs; and prepares a variety of financial and statistical reports.

Distinguishing Characteristics

This is the advanced journey-level class in the professional Management Analyst series. Positions at this level are generally assigned responsibility for the management and administration of significant programs, projects, functions, and/or service areas. Incumbents at this level also independently perform the most difficult, sensitive, complex, and responsible analytical, statistical, programmatic, management, and other administrative analyses duties. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Budget

- Assist in developing budgets by analyzing financial data and preparing reports for assigned departments.
- Track and monitor budget expenditures to ensure alignment with financial goals.
- Develop and implement cost recovery strategies to optimize financial resources.
- Monitor and report on fiscal activities to maintain budget compliance.
- Establish, track, and analyze key performance indicators (KPIs) to assess financial performance.
- Prepare and present quarterly cost recovery and budget reports.
- Break down budget allocations and analyze operational costs for efficiency.
- Evaluate financial performance and recommend cost-saving measures.

Risk Management

- Assist in planning, organizing, and coordinating the risk management program.
- Develop and maintain risk tracking systems, procedures, policies, and programs.
- Process general liability and property claims; support Human Resources in managing government tort claims against the District.
- Oversee the timely filing of claims, ensure prompt notifications to claimants, compile claim costs, and pursue reimbursement when applicable.
- Coordinate with internal departments to facilitate claims management.
- Assist in reviewing, obtaining, and tracking insurance for contracts, ensuring compliance with updated insurance documentation.
- Conduct periodic safety audits and inspections to verify compliance with mandated documentation.
- Organize, participate in, and document meetings for safety-related committees.

General

- Conduct complex research, data analysis, and administrative tasks to support departmental operations; prepare reports and recommendations.
- Oversee and assess key program areas, encompassing planning, coordination, and process enhancement; identify challenges and propose effective solutions.
- Develop, implement, and maintain organizational policies, procedures, and strategic initiatives.
- Oversee assigned areas, which may include supervising lower-level staff.
- Coordinate, implement, and monitor special projects, evaluating new and existing programs, services, and policies.
- Prepare technical reports, statistical analyses, and data summaries to support decision-making.
- Serve as a liaison with internal departments and external agencies to coordinate efforts and share information.
- Administer and review contracts, ensuring compliance with organizational objectives.
- Develop, track, and manage Memorandums of Understanding (MOUs) and Joint Use Agreements (JUAs) to support partnerships.
- Participate in strategic planning and contribute to the development of long-term goals.
- Conduct audits and ensure compliance with industry standards and best practices.
- Research and write grant proposals to secure funding opportunities.
- Gather and analyze data on best practices and industry trends to improve operational effectiveness.
- Respond to and resolve complex inquiries and issues.
- Provide support to management, participate in committees, and deliver presentations to stakeholders, including the Board of Directors.
- Stay updated on industry developments through professional meetings and training.
- Perform other related duties as assigned.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of assigned program area.
- Advanced principles and practices of public administration and program development.
- Advanced methods and techniques of data collection, research, and report preparation.
- Advanced methods and techniques of program, statistical, and financial analysis.
- Municipal finance accounting principles, practices and systems.
- The laws, regulations and reporting requirements pertaining assigned department.
- Principles of supervision, training, and performance evaluation.
- Principles and procedures of financial record keeping and reporting.
- Principles, practices, methods, and techniques of developing and administering risk management, loss control, claim negotiation and resolution, financing and insuring of risk, and claims programs.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of business letter writing.
- Principles and practices of record keeping and records management.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Perform a variety of complex and diverse professional level administrative and analytical duties in support of assigned department.
- Assume responsibility for managing the more complex program areas in assigned department.
- Plan, coordinate, direct, and evaluate assigned systems, procedures and operations.
- Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.

- Interpret and apply pertinent federal, state and local laws, codes and regulations as well as District policies and procedures.
- Research, analyze and evaluate programs, policies and procedures.
- Collect, evaluate and interpret complex information and data.
- Prepare clear and concise administrative and financial reports.
- Maintain accurate and complete records on programs and operations.
- Perform budget preparation and administration.
- Supervise, direct, and coordinate the work of lower-level staff.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Maintain a variety of ledgers, logs, records, and reports.
- Provide high quality customer service.
- Work independently.
- Return and report in a timely manner when given assignments.
- Read and understand technical documents and explain their essential points clearly.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, public or business administration, or a related field, and four (4) years of professional level administrative and management analysis experience.

Additional Requirements:

Department of Justice (DOJ) background check required.

Required to take and pass a drug screening.

Supplemental Information

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office environment with some accomplished in an outdoor setting; extensive public contact and constant interruptions; exposure to noise, moisture, dust, and all types of weather and temperature conditions including hot, wet, and/or humid conditions. Work may require travel to and from off-site locations throughout the District.

Physical: Sufficient physical ability and mobility to work in an office or outdoor setting; to sit or stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to use standard office equipment requiring repetitive hand movement and fine coordination including the use of a keyboard; to occasionally push, pull, lift and/or carry items weighing up to 20 pounds; to make frequent decision-making and concentration; frequent public and coworker contact; occasional working alone; frequent repetitive motion, writing, grasping, holding and reaching; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Pre-Hire Requirements:

Before an employee is hired, they must successfully complete pre-employment requirements that may include, but are not limited to: Department of Justice (DOJ) background check, pre-employment drug screening, reference check, licensure/certification check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986.

How to Apply for this Position:

An applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. CRPD reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURES**Initial Selection Review:**

The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to a series of panel interviews at a date that is to be determined.

Testing:

Testing for this position may include, but is not limited to the following: portfolio submission, panel interview, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

Americans with Disabilities Act (ADA) Accommodation:

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation to complete a job application, pre-employment testing, or a job interview, please contact the assigned recruiter. Cordova Recreation & Park District is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations for the hiring process.

Withdrawing from Recruitment Process:

Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions:

All questions regarding this position should be directed to the assigned recruiter.

NOTE: The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

Equal Opportunity Employer:

The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

Benefits

EMPLOYMENT CLASSIFICATION: Regular Full-Time, Exempt

SALARY: Employees are eligible for merit increases from 1 to 5 salary steps after the first year of employment, and thereafter annually based on their work performance and until they reach the top of their step salary range.

SOCIAL SECURITY: Authority employees are covered by Social Security; therefore, they are required to contribute (6.2%)

MEDICARE: Employees hired after March 31, 1986, contribute 1.45% to Medicare.

RETIREMENT: Employees are enrolled in a defined benefit retirement program under the CalPERS Retirement System as follows:

*If hired prior to December 31, 2012, 2% at age 55 retirement formula, employee contributions 7% of compensation earnable.

*If hired after December 31, 2012, without reciprocity, 2% at age 62 retirement formula, employee contributions 8% of compensation earnable.

DEFERRED COMPENSATION: Employees in regular or limited-term positions may at their choice participate in the District's CalPERS 457 deferred compensation plan.

MEDICAL BENEFIT: Employees have a choice of Sutter, Western Health Advantage or Kaiser medical plans. The District contributes 100% toward employee and dependent medical premiums for a High Deductible Plan with a generous employer contribution toward a Health Savings Account (HSA) or a low Co-pay Plan with either carrier. Employees have the option to pay extra to enroll in a premium Co-Pay HMO plan or opt out and be paid 50% of the premium as taxable wages if already insured.

DENTAL/VISION CARE: The District contributes 100% toward employee and dependent dental and vision premiums provided by Mutual of Omaha.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE: The District provides Term Life and AD&D equivalent to one year gross salary.

LONG TERM DISABILITY: The District contributes 100% toward employee long term disability plan provided by Mutual of Omaha.

VACATION: Full-time eligible employees begin to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first day of employment. However, employees will not be entitled to take paid vacation time until after six (6) months of employment with the District unless approved by the General Manager.

Years of Employment	Hours Per Month	Hours Bi-Weekly	Max Accrual of Hours
1 - 5 Years	8.0	3.69	192
6 - 10 Years	10.0	4.62	240
11 Years	10.7	4.92	256
12 Years	11.3	5.23	272
13 Years	12.0	5.54	288
14 Years	12.7	5.85	304
15 Years	13.3	6.15	320
After 15 Years	14.0	6.46	336

HOLIDAYS: All Regular Full Time employees of the District shall be entitled to the following eleven (11) fixed holidays with pay:

- New Year's Day, January 1st
- Martin Luther King Day, Third Monday in January
- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, First Monday in September
- Veteran's Day, November 11th
- Thanksgiving Day, Fourth Thursday in November
- The Friday following Thanksgiving Day, Fourth Friday in November
- Half day or four (4) hours on Christmas Eve, December 24th
- Christmas Day, December 25th

- Half day or four (4) hours on New Year's Eve, December 31st

In addition, all regular full-time employees shall be issued two (2) floating holidays per calendar year starting January 1st.

SICK LEAVE: Sick leave is earned at the rate of 3.69 hours per pay period (equivalent to eight hours per month), beginning with the first month of employment. All unused sick leave may be carried forward into ensuing years and become part of the current allowance. There is no limit to the amount of sick leave that can be accumulated. Sick leave cannot be used until earned.

ADMINISTRATIVE LEAVE: Regular full-time exempt employees are granted eighty (80) hours of Administrative Leave each calendar year. Administrative leave hours may be carried over from one fiscal year to the next, up to the 80.00 hour ceiling. New employees or employees becoming eligible due to a promotion receive Administrative Leave on a prorated basis, with six point six seven (6.67) hours granted for each full calendar month remaining in the calendar year with a maximum of 80 hours.

UNIFORMS: Uniforms are provided to employees in designated positions.

Employer

Cordova Recreation & Park District

Address

11070 White Rock Road
Suite 130
Rancho Cordova, California, 95670

Phone

(916) 842-3300

Website

cordovarpd.gov

Senior Management Analyst - Parks & Recreation Supplemental Questionnaire

***QUESTION 1**

Applicants are asked to complete this supplemental questionnaire as part of the screening and selection process. The information you provide will be reviewed to help determine your eligibility to move forward. To ensure a fair process, please provide complete and accurate responses. Incomplete answers, omissions, false statements, or referring to your resume instead of responding may affect your eligibility. Do you agree to answer each supplemental question honestly and understand that your responses may be verified against the information in your application?

- Yes
- No

***QUESTION 2**

The annual salary range for this position is \$92,087.97-\$117,530.19. By checking the box below, you acknowledge your understanding of the salary paid for this position.

- I acknowledge understanding of the salary paid for this position.

***QUESTION 3**

The Senior Management Analyst is an in-person position with a 9/8/80 schedule (Monday through Thursday, 9-hour days; Friday 8-hour day; every-other-Friday off). There are no regular hybrid or remote schedules available. By checking the box below, you acknowledge your understanding of the schedule for this position.

- I acknowledge understanding of the schedule for this position.

***QUESTION 4**

Please indicate the highest level of education you have completed.

- High School Diploma or GED
- Some college coursework completed (less than 59 semester units or less than 89 quarter units)
- Associate Degree (at least 60 semester units or 90 quarter units)
- Bachelor's Degree (at least 120 semester units or 180 quarter units)
- Master's Degree or higher

***QUESTION 5**

Please indicate the amount of professional level administrative, finance, management, and related analysis experience you possess.

- Less than four (4) years
- Four (4) to Five (5) years
- Five (5) to Six (6) years
- Six (6) to Seven (7) years
- More than Seven (7) years

***QUESTION 6**

Describe your professional experience managing budgets.

***QUESTION 7**

Describe your professional experience in the area of Risk Management.

***QUESTION 8**

After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?

- Yes
- No

* Required Question