



# Senior Management Analyst

CITY OF ROLLING HILLS, CALIFORNIA

## THE COMMUNITY

Nestled on the Palos Verdes Peninsula, “where you can look down on the crowded flats of the [Los Angeles] basin...isolated, either geographically or via security features such as gated private entrances...and a neighborhood that is outside the city limits” ([Los Angeles Times 3/16/2018](#)), is the bucolic community of Rolling Hills, California. With its 1,900 residents and one-story ranch style homes on one-acre and two-acre lots, the City of Rolling Hills is recognized as an oasis in Los Angeles County. The City’s Mediterranean habitat, spectacular ocean and city views, residential open space and dark sky requirements, and 30 miles of hiking and equestrian trails, create an environment where residents enjoy a special, unique, peaceful and relaxing quality of life surrounded by a large urban, metropolitan region.

The City of Rolling Hills, founded in 1936 and incorporated in 1957, was designed by A.E. Hansen and prides itself on remaining true to its [original plan](#). As an equestrian, residential master-planned community in a three-

square mile area, the City is situated among the Cities of Rolling Hills Estates and Rancho Palos Verdes, and unincorporated portions of Los Angeles County.

Community services, public facilities, and infrastructure within Rolling Hills are shared by the City and the [Rolling Hills Community Association](#).



The Rolling Hills Community Association is predominately responsible for road maintenance and architectural design review while the City is responsible providing municipal services and addressing residential

and state-mandated planning matters. Volunteerism among City residents within both the City and County is unparalleled. One local example of community involvement is the City’s [Block Captain Program](#) for disaster preparedness and response. Roads within the City are private easements deeded to the Rolling Hills Community Association for transportation purposes and as such, the community is gated.

For more information about the City of Rolling Hills, please visit <https://www.rolling-hills.org>.

## THE ORGANIZATION

The City of Rolling Hills is a “contract city” managed under the Council-Manager form of government. The five-member City Council is elected at-large, and the position of Mayor and Mayor Pro Tem are annually rotated among the City Council members. Under City Manager Elaine Jeng, City services are provided by a very professional and dedicated full-time team comprised of the Planning & Community Services Director, Assistant Planner, Code Enforcement & Fuel Abatement Officer, Administrative Assistant, City Clerk/Executive Assistant, Senior Management Analyst, and part-time Administrative Clerk.

The City operates with a \$2.2 million annual budget funded primarily from property taxes and construction permits. Police services are provided by the Los Angeles County Sheriff Department, and for fire and paramedic services, the City receives services as a member of the Consolidated Fire Protection District of Los Angeles County. The City of Rolling Hills participates in the California Joint Powers Insurance Authority for risk management, and customized backyard refuse service is provided by contract with a private waste hauler. The City of Rolling Hills is also one of the founding 8 cities that formed the California Contract Cities Association.

Residents enjoy and value a direct and personal connection to City Council members and staff. The character of the community supports City officials, staff and residents to be known by name and formal business to be conducted in a colloquial and informal, yet respectful and professional, manner. As a testament to the quality of work and caring and friendly atmosphere provided by the City, City staff typically and ideally serve the City for many years. The staff team, guided by





a recently approved citywide strategic plan, is dedicated and committed to both public service and customer service. The staff team works closely together in a collaborative, supportive manner, and recognizes that no task is too small or outside the box for each and every individual team member.



discussions with public officials and residents. The candidate selected for the position will serve as a confidant to the City Manager as well as a representative and ambassador of the City with local, regional and statewide agencies and organizations. In turn, the successful candidate must be effective at building and maintaining professional relationships.

The ideal candidate must possess the qualities of a public leader, manager and official in support of leading, supporting and providing services for the community. As such, the Senior Management Analyst must be a “people person” who embodies a “can do” attitude. In turn, under the tutelage of the City Manager, the successful candidate will learn, be exposed, and engage in all aspects of city management for building knowledge and experience. Major focus areas of the Senior Management Analyst includes facilitating the City’s capital improvement project involving the construction of a sewer main, ADA improvements to City Hall, and relocating City Hall to a temporary trailer. The Senior Management Analyst will work directly with the City Council and attend City Council and other meetings as necessary, and is encouraged to participate in community events.

The ideal candidate is also described as a detailed oriented and thoughtful individual who is a problem solver, solution oriented, enjoys working, and strives for excellence. As such, it is desired that the Senior Management Analyst possess the qualities of:

- Confidence
- Enthusiasm
- Collaboration
- Sustaining trust, credibility and respect.
- Providing organization stability and consistency.
- Seeing the big picture while achieving incremental and detailed work.

Requirements include 4 years of progressively responsible professional experience including analysis, report preparation, and administrative studies and a Bachelor’s Degree in public administration, business administration or related field from an accredited four-year college or university. Experience and knowledge in project management and leadership techniques; leadership techniques; municipal regulations; principles and methods of administrative and organizational analysis; financial and statistical methods; intergovernmental relations; budgeting practices; policy development

## THE POSITION

Appointed by the City Manager, the Senior Management Analyst is a generalist position. The ideal candidate will be an individual who is passionate about public service, enjoys and embraces diverse and challenging projects, maintains the highest standards of integrity and honesty, values customer service, is a team player, and desires a career in public administration. The successful candidate must be a skilled writer, strategic thinker, open minded, and creative for writing and communicating data driven reports, evaluating and implementing programs and procedures, presenting information for informed decision making, and coordinating



Photo credit: Erick Jay

and program evaluation methods, with a Master's degree in Public Administration is highly desirable.

## THE COMPENSATION

The annual salary range for this position is \$72,252 – \$93,432, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the City offers the following comprehensive benefits:

**RETIREMENT:** PERS Miscellaneous formula: "Classic" members: 2% @ 60 with employee contribution of 7% of salary. "New" members: 2% @ 62 with employee contribution of 6.5% of salary. The City also participates in Social Security.

**MEDICARE:** Employee pays 1.45% of salary towards future Medicare benefits.

### LEAVES, HOLIDAYS AND VACATION:

**Floating Holiday:** 1 day (8.5 hours) are provided each July 1<sup>st</sup>.

**Sick Leave:** Accrued at the rate of 90 hours / year up to an accumulation of 225 hours.

**Holidays:** 11 holidays (80 hours) are observed / year.

**Vacation:** Accrued at 96 hours / year, increasing with City service up to an

accumulation of 300 hours at 10 years of service.

**HEALTH INSURANCE:** The City will contribute 100% of medical, dental and vision benefits for the employee and 80% of the cost of dependents.

**LONG-TERM DISABILITY:** City-paid coverage is provided.

**SHORT-TERM DISABILITY:** Optional employee-paid coverage is available.

**LIFE INSURANCE:** City-paid \$50,000 life insurance.

**FLEXWORK/TELECOMMUTING:** The City has a 9/75 work schedule with alternate Fridays off.

## SEARCH SCHEDULE

Filing Deadline: .....March 28, 2023

Preliminary Interviews: ..... April 3- 7, 2023

Finalist Interview Process: ..... April 18- 20 2023

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via email to [CityClerk@cityofrh.net](mailto:CityClerk@cityofrh.net)

The City of Rolling Hills  
<https://www.rolling-hills.org/>

Resumes are acknowledged within two business days. Contact Christian Horvath at 310.377.1521 or [CityClerk@cityofrh.net](mailto:CityClerk@cityofrh.net) if you have any questions regarding this position or the recruitment process.

