

COMPENSATION AND BENEFITS

Salary for the Management Analyst I/II position:

Management Analyst I: \$5,240 - \$6,369/Monthly
Management Analyst II: \$6,066 - \$7,372/Monthly

The Regional Waste Management Authority offers a comprehensive benefits package for this position including:

- Health, dental, vision (reimbursement allowance), life (\$50,000 double indemnity), and long term disability coverage available to employee and dependents
- Health insurance is provided at no cost for the employee and at 80% for dependent coverage for available plans (\$250 a month allowance if health insurance is waived in lieu of other coverage subject to limitations)
- A 401(a) Defined Contribution Retirement Plan offering dollar-for-dollar matching funds for voluntary employee contributions to the available 457(b) Deferred Compensation Plan up to 7% of the base salary with a 20% annual vesting schedule in the employer share until fully vested at five years of employment or normal retirement age of 55 years old
- Employer contribution of \$100 per month to the available 457(b) Deferred Compensation Plan
- The agency participates in the Social Security system with an employer paid Medicare premium of 1.45%
- Twelve paid holidays per year
- Paid Annual Leave (combined vacation & sick leave) program starting at 16 days a year (less than five years); 18 days a year (five to ten years); 20 days a year (ten to fifteen years); 22 days a year (fifteen to twenty years) and 24 days a year (at least 20 years) up to a maximum accrual of 48 days with a limited Annual Leave sell back program

THE SELECTION PROCESS

The Sutter County Human Resources Department is conducting this recruitment on behalf of the Regional Waste Management Authority. The recruitment process includes both a completed application and resume that must be received at the GovernmentJobs/NEOGOV jobs link below by no later than 5:00 p.m., Tuesday, March 29, 2022.

[Management Analyst I/II Application Link](#)

This Recruitment Closes:

5:00 p.m. on Tuesday, March 29, 2022

The complete job description and application for this position is available from the Sutter County website below or at the Sutter County Human Resources Department.

Sutter County Human Resources
1160 Civic Center Blvd, Suite B
Yuba City, CA. 95993

Phone: (530) 822-7113 / Fax: (530) 822-7191
Email: hr@co.sutter.ca.us
Website: www.suttercounty.org

A screening panel will select the most qualified candidates to be considered further in the selection process which may include an application screening and/or interviews. An offer of employment is contingent upon investigation of employment history, references, drug testing, medical review/exam, credit check and fingerprinting in addition to other appropriate requirements of the position.

REGIONAL WASTE MANAGEMENT AUTHORITY

Serving Sutter County, Yuba County, Live Oak, Marysville, Wheatland and Yuba City



Seeking highly qualified applicants for the position of



Photo by Jack Davis

Management Analyst I/II

Management Analyst I: \$5,240 - \$6,369/Monthly
Management Analyst II: \$6,066 - \$7,372/Monthly

RECRUITMENT CLOSES:
Tuesday, March 29, 2022



Photo by Jack Davis



THE OPPORTUNITY

The Regional Waste Management Authority is excited to announce a unique opportunity to become one of the agency's first employees as a Management Analyst I/II. The functions of this professional position along with all other agency executive and support functions have been provided since 1988 by part-time contract staff and consultants, but direct full-time staff is now desired for the recently expanded agency responsibilities and authorities in response to SB 1383 and other state mandates.

Along with the new Executive Director, who is now being selected, the Management Analyst I/II will be part of establishing the agency's organizational structure and culture from scratch making this a once-in-a-career opportunity for the right person.

THE AUTHORITY

Serving all of Yuba and Sutter Counties including the Cities of Live Oak, Marysville, Yuba City and Wheatland since 1990, the Authority's organizational roots can be traced back to the creation of the Bi-County Solid Waste Authority in 1979. Still the only multi-county waste management planning agency in California, the Authority was formed to provide reliable, economical, integrated, collaborative and environmentally sound waste management services to the residents, businesses and organizations of the bi-county region.

While municipal solid waste management collection, processing and disposal services are provided under separate exclusive agreements between the six member jurisdictions and Recology Yuba-Sutter, the Authority has long been tasked with the planning, reporting and coordination functions of these agreements. This limited role was greatly expanded in 2021 when the agency Joint Powers Agreement was amended to delegate much of the responsibility and authority for compliance with SB1383, AB 341 and AB 1826 to the Authority.

Well-established recycling, organics, construction and demolition debris recovery and household hazardous waste collection programs and facilities serve the Yuba-Sutter region. The Recology transfer station and materials recovery facility in Marysville is used to process residential and commercial recyclable materials; transfer organic materials to the Ostrom Organics facility; transfer refuse to the Ostrom Road Landfill; and transfer construction & demolition debris to a third-party processing facility. Green waste, food waste and food-soiled paper are composted at Ostrom Organics. There has been an active AB 341 and AB 1826 outreach and monitoring effort for several years and the Authority has completed extensive preparations for the required SB 1383 programs.

Governed by a six member Board of Directors of elected officials, one from each of the six member jurisdictions, the Authority prepares and submits all planning documents and reports required under AB 939; owns the Yuba-Sutter Household Hazardous Waste Facility which is operated under contract with Recology; finances the Bi-County Local Enforcement Agency which is provided by Yuba County; and is the responsible authority with certain exceptions for compliance with the various program, reporting and enforcement activities under SB 1383, AB 341 and AB 1826.

Operating expenditures for FY 2022 are budgeted at just under \$1 million with a slightly larger amount of revenue. The largest agency expenses are for the operation of the Household Hazardous Waste Facility and support of the Local Enforcement Agency. By far the largest revenue source is a regulatory surcharge that is assessed on all residential, commercial and debris box collection accounts in the bi-county service area for support of the agency which is budgeted at \$830,000 for FY 2022.

The initial agency staffing plan includes an Executive Director and one Management Analyst I/II position. The need for future positions will be assessed over time, but administrative support for the agency (phone, mail, public counter, meeting space, finance and clerical support) will initially be provided under the current consultant agreement with the Yuba-Sutter Transit Authority. As a result, the first two agency employees will initially work remotely.



THE IDEAL CANDIDATE

Reporting directly to the Executive Director, the Management Analyst I/II will provide professional-level administrative, financial, and program support and analysis; conduct research, on-site reviews and inspections; administer contracts and grants; and monitor legislative and regulatory changes.

The Candidate must:

- ◆ Have practical experience in management, policy and organizational analysis. The ideal candidate will have a clear knowledge of the organizational structure of the Authority.
- Have excellent interpersonal skills including the ability to develop and keep the trust and confidence of others; the ability to deal well with diverse personalities and styles while maintaining a sense of humor.
- ◆ Have demonstrated experience, skill and success working effectively and be at ease working with both technical and professional staff, as well as elected and appointed officials. Have a familiarity interacting with various community groups.
- Have knowledge of budgeting, preparing revenue projections, and funding sources; and recommend strategies to meet budgetary targets.
- Be capable of clear and effective communication, both oral and written, to a variety of audiences.
- Be willing and able to research, analyze, and prepare regulatory reports; conduct on-site reviews and inspections of waste generators; develop and implement outreach and education activities; research grant opportunities and assess compliance requirements and risks associated with receiving grants; prepare grant proposals; develop, maintain and monitor grant budgets and projects; and ensure that all grant requirements are being met.
- Possess any combination of education, experience, and training that would provide the best qualified candidates generally equivalent to a Bachelor's degree with major course work in environmental science, engineering, public or business administration, or a related field.

The Management Analyst I level requires no professional experience, but the Management Analyst II level requires a minimum of two years of increasingly responsible analytical experience similar that of a Management Analyst I.

This is a non-exempt position under the Fair Labor Standards Act (FLSA) and is eligible for overtime.



THE SETTING

Located just north of Sacramento County, the Yuba-Sutter bi-county region is known for an outstanding quality of life and an affordable cost of living. With the Sutter Buttes range and the Sacramento River on the west, the sweeping Sierra Nevada Mountain Range on the east and plenty of open space, the Feather River and clear skies between; residents share an appreciation of the outdoors and take full advantage of the area's many recreational opportunities.

Neighborly and ethnically diverse, area residents participate in a wide variety of cultural festivals, community-oriented fairs, parades and seasonal events. Other recreational activities include boating and fishing on area lakes and rivers; hiking and hunting in prime wildlife habitat; golfing on local courses; and numerous Farmers Markets offering locally-grown fruits and vegetables. All of this and just a short distance from Sacramento, Lake Tahoe, and San Francisco — Yuba-Sutter is a great place to live, work and play!

In addition to the many local businesses and farmers, major employers in the area include food processing, lumber and wood products, medical offices, and government including Beale Air Force Base. Educational institutions include a community college, nearby California State University campuses at Chico and Sacramento, and the University of California at Davis.

