

J O B O P P O R T U N I T Y

PORT FINANCIAL ANALYST



PORT OF OAKLAND
SEAPORT

PORT OF OAKLAND

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Closing Date • June 15, 2021

PORT FINANCIAL ANALYST

THE PORT

The Port of Oakland oversees the Oakland seaport, Oakland International Airport, a Publicly Owned Electric Utility and 20 miles of waterfront. The Oakland seaport is the fifth busiest container port in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 300 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas. Together, through Port operations and those of its tenants and users, the Port generates more than 70,000 jobs in the region and over 800,000 jobs across the United States. The Port of Oakland was established in 1927 and is an independent department of the City of Oakland. The Port of Oakland is a dynamic organization providing good pay, excellent benefits and an exciting corporate culture. To learn more, visit www.portofoakland.com.

THE COMMUNITY

Nestled in between the San Francisco Bay and the California coastal mountains, the City of Oakland has a rich history, diverse culture and expanding local economy. Its temperate Bay Area climate – rated the best in the nation – combined with a vast network of arts, entertainment, recreational and educational amenities make Oakland a thriving setting for its residents and a tourist destination for thousands of visitors annually. The City of Oakland is also one of the nation's most diverse cities, with residents speaking nearly 125 different languages and dialects. The city's diverse landscape is a lively urban-suburban mix of beautiful hillside residential neighborhoods, a large stock of historic homes and buildings, two lakes and the Oakland Estuary.

THE POSITION

The Port of Oakland is currently recruiting for the position of Port Financial Analyst. The current vacancy is in the Utilities Department within the Office of the Chief Operating Officer that provides the expertise to manage the Port's utility distribution system (electrical, gas, water, sewer and telephone). Under direction, the Port Financial Analyst performs routine to moderately complex analytical work related to preparing, reviewing, and analyzing the Port's operating budget. Typical duties may include, but are not limited to the following:

- Prepares and develops instructions, report formats, and automated support programs to assist Port departments with preparing annual operating budgets.
- Monitors and analyzes variances between historical, proposed, and approved budgets and actual and forecasted expenditures/revenues.
- Prepares and analyzes five year cash flow projections and recommends options to address shortfalls and surplus.
- Alerts supervisor of need to meet with management to secure data, and meets with appropriate staff as need to secure data.
- Perform various studies as needed, which may involve analyses of financial information, accounting records, statistics, and systems.

- Performs other related duties as assigned.

MINIMUM REQUIREMENTS FOR APPLICATION

This examination is open to persons who have a combination of education and experience that would reflect possession of the required knowledge, skills and abilities. A typical combination would include the following:

Education: A bachelor's degree from an accredited college or university in finance, accounting, business administration, or a related field including course work in financial and budget analysis.

Experience: Two years of increasingly responsible experience in the financial area, one of which should have been in financial and budget analysis.

An equivalent combination of education and experience may be considered.

Licenses: Must possess a valid California Class C driver license at the time and for the duration of appointment.

Additional Requirements: The Port of Oakland requires each incumbent to successfully complete a Transportation Security Administration (TSA) background check, which will include a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA), prior to being considered for this position. This status must be maintained for employment at the Port.

QUALIFICATIONS

Required Knowledge, Skills, and Abilities (KSAs): Knowledge of accounting principles and practices; concepts, principles, and practices of financial planning and forecasting; organizational structures and financial systems of governmental enterprise agencies; personnel administration cost items and their application to budgeting.

Ability to develop microcomputer financial models; communicate effectively with employees and subject matter experts; conduct general and detailed analyses pertaining to budget variance, budget projections, and budget development; write accurate and clear financial/budget reports; handle multiple tasks simultaneously within prescribed time limitations; exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.

Open Recruitment	•	All qualified individuals may apply
Closing Date	•	June 15, 2021 at 5:00pm
Salary/Work Week	•	\$8,693 - \$10,767/mo., 37.5-hour work week
Civil Service Status	•	Classified (Job Code 10185)

THE SELECTION PROCESS

Stage I: Application and Supplemental Questionnaire Evaluation (Pass/Fail) – The first stage in the selection process will consist of an application and supplemental questionnaire appraisal review (pass/fail). Applications submitted without a completed supplemental questionnaire will be deemed incomplete and not given further consideration. Meeting the minimum qualifications does not guarantee advancement to the next stage. **Only the most suitably qualified candidates will be invited to Stage II.**

Stage II: Assessment Examination (Weighted 100%) – The second stage of the selection process may consist of a combination of job-related situational project exercises and an oral panel interview designed to assess technical knowledge and any additional other KSAs. Job-related situational project exercises may consist of written exercises, performance exercises or other situational exercises that would assess the KSAs. The Assessment Examination is designed to test your overall aptitude for the position.

Candidates must achieve a scale score of 70 or more on this examination to be placed on the eligible list for employment consideration. The Port of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

COMPENSATION AND BENEFITS

The Port's compensation and benefit program ranks among the best in the region for public jurisdictions and is designed to reward performance and promote a balanced lifestyle, both at the workplace and away from the workplace, for our employees and their families. The Port is committed to the health and well-being of its employees and has been recognized as a FIT-Friendly Employer by the American Heart Association.

- The salary range for this position is \$8,693 - \$10,767 per month. Progression through the salary range is based on performance.
- The Port is part of the California Public Employees Retirement System (CalPERS). CalPERS is a defined pension provided to regular full-time employees that work for the Port. The CalPERS defined pension is based on predetermined formula that factors in an employee's earnings history, tenure of service and age. The retirement formula is 2% at 62 years of age or 2.5% at 55 for new hires with other CalPERS service and/or reciprocity.
- The Port offers retiree medical benefits for employees and dependents after 10 years of CalPERS service (including 5 years at the Port).
- The Port pays 100% of the premium cost for employees and dependent health insurance coverage not to exceed the Kaiser-HMO Family Plan; cash in lieu of medical benefit is also available.
- The Port pays 100% of the premium cost for dental and vision coverage.
- The Port pays 100% of the premium cost for Long Term Disability (LTD) coverage and reimburses employees for the State Disability Insurance.
- The Port pays 100% of the premium cost for life insurance at one-time annual salary with certain limits.
- The Port offers a pre-tax Deferred Compensation Plan allowing employees to save and invest money for retirement with tax benefits.

Time Away from Work

- From 2 to 5 weeks of vacation depending on years of employment at the Port.
- 10 days of management leave for employees exempt from the Fair Labor Standards Act (FLSA).
- 1 paid Floating Holiday per year.
- 12 days of sick leave per year after three months of employment which includes 4 days of personal leave.
- 12 paid holidays as well as the second half of the shift on December 24 and December 31.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Act of 1986, the Port of Oakland will only hire individuals who are legally authorized to work in the United States. Social Security card must be presented, and the name on it must match the name on the application.

Americans with Disabilities (ADA): In compliance with State and Federal Laws, the Port will employ and promote qualified individuals without regard to disability. The Port is committed to making reasonable accommodations in the selection process and in the work environment. Individuals invited to advance in the examination process will be provided the opportunity to request a reasonable accommodation.

HOW TO APPLY

You may apply online via the Port of Oakland website at <http://www.portofoakland.com> by clicking “Careers” and “Job Center.” All completed applications for this position must be submitted online no later than 5:00 pm, on the application deadline of the recruitment. PAPER APPLICATIONS WILL NOT BE ACCEPTED. Please follow all submission instructions to ensure your application is complete. Late applications will not be accepted beyond the closing time and date for any reason, including any technical issues, such as system, browser, or computer failures, etc.

DATE OF EXAMINATION

To be announced

Gishela Portugal (510) 627-1151

21-10185-014/classified

Opens: May 19, 2021

Closes: June 15, 2021

PLEASE NOTE: The provisions of this announcement do not constitute a contract, expressed or implied, and any provisions contained in this announcement may be modified or revoked without notice.

The Port of Oakland is an Equal Opportunity Employer



**PORT OF OAKLAND
PORT FINANCIAL ANALYST
SUPPLEMENTAL QUESTIONNAIRE**

Final Filing Date: June 15, 2021

The purpose of this Supplemental Questionnaire is to assess your qualifications, training and experience in specific job relevant areas. The information you provide will be reviewed and used to determine if you move forward in the selection process. Incomplete responses (such as N/A or see application), false statements, omissions, or partial information may disqualify you from the selection process. ***Therefore, please answer all of the questions thoroughly and truthfully.*** Your answers to these questions, along with your completed application, will be used to select the most qualified candidates to advance in the selection process.

1. Describe your work experience in the following areas:
 - a. Financial management especially related to utilities (e.g., electric, water, sewer, and gas), movement of goods (e.g., trucking, shipping, logistics, etc.) or people (e.g., airport, highway, trains, etc.).
 - b. Monitoring revenues, expenses and preparing operating and capital budgets.
 - c. Studies performed (especially utilities related) that involve analysis of financial information, accounting records and statistics.

2. What are the critical steps to completing a successful project as team member or project manager?