



The County of San Bernardino  
invites application for the position of

**Business Manager/Analyst (CONFIRE, JPA)\***  
Job Number: 17-46404C-01

**SALARY**

\$31.01 - \$42.72 Hourly    \$5,375.07 - \$7,404.80 Monthly    \$64,500.80 - \$88,857.60 Annually

**APPLY BY:** 08/07/17 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

**THE POSITION**

***Excellent Benefits Package includes retirement, health, vacation, & much more!***  
**THIS IS A FIRE DEPARTMENT (CONFIRE) POSITION ONLY**



**CONFIRE, JPA** is recruiting for a **Business Manager/Analyst** to perform complex and varied administrative work. The Business Manager/Analyst is a key member of the CONFIRE Leadership Team, overseeing the fiscal and administrative workflow, administrative projects, analyzing organizational structure, monitoring capital projects, grants, and RFPs, as well as supervising support and administrative staff. The Business Manager/Analyst will also coordinate business and managerial affairs of the CONFIRE Joint Powers Agreement (JPA), including fiscal, human resource and facility management, interact with Board Members and Administrative representatives from member and contract agencies, and develop long-term planning strategies for fiscal matters including projected revenue sources, equipment replacement schedules, and capital improvement programs. **For more information, [review the brochure](#).**

\*Official Title: Management Analyst. For more detailed information, review the [job description](#).

Paid Time Off	Health Benefits	Retirement	Additional Benefits
<ul style="list-style-type: none"> <li>• Up to 4 weeks accruable Vacation</li> <li>• 80 Hours Administrative Leave</li> <li>• 12 days Sick Leave with unlimited accrual</li> <li>• 14 Paid Holidays</li> <li>• 16 hours Perfect Attendance Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Medical, Dental and Vision – family coverage</li> <li>• Premium subsidies up to \$12,795 annually</li> <li>• Flexible Spending Account with up to \$1,040 County match</li> </ul>	<ul style="list-style-type: none"> <li>• Generous Pension</li> <li>• 401k with 2-for-1 County match up to 6% of salary</li> <li>• 457(b) with .5-for-1 County match up to .5% of salary</li> <li>• Retirement Medical Trust Fund – County contribution &amp; Sick Leave conversion options</li> <li>• Retirement Reciprocity</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,000 Education/Membership Reimbursement</li> <li>• Health Club Membership</li> <li>• Life Insurance</li> <li>• Long &amp; Short Term Disability</li> <li>• Commuter Services</li> </ul>

For additional benefits and details click here.

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### **ABOUT CONFIRE, JPA**

CONFIRE JPA is a Joint Powers Authority (JPA) located in San Bernardino County California established to provide communications, dispatch, computer information systems support (MIS), and geographic information systems (GIS) to the Consolidated Fire Agencies Joint Power Authority (CONFIRE JPA) and contract agencies. The CONFIRE Communications Center (Comm Center) is located in the City of Rialto.

Comm Center's primary function is to provide 24-hour/365 day direct fire, EMS, and rescue dispatch services to CONFIRE's member and contract agencies. Beyond the direct fire dispatch role, Comm Center also functions as the San Bernardino County Operational Area (AO) dispatch, which provides large incident coordination for fire, local government, and emergency medical resources on a countywide basis. CONFIRE JPA member agencies include Colton Fire Department, Loma Linda Fire Department, Rancho Cucamonga Fire District, Redlands Fire Department, Rialto Fire Department, and San Bernardino County Fire Department. CONFIRE contracted agencies include Apple Valley Fire Protection District, Big Bear Fire Department, Running Springs Fire District, Montclair Fire Department, Twenty-Nine Palms Fire Department, and County Transportation/Flood Department (after hours). CONFIRE also provides after hours dispatch services for local government, i.e. the County Museums, Public Health, and the City of Loma Linda. These agencies represent over 100 fire stations serving numerous communities covering the majority of the residents and businesses within the County of San Bernardino. In 2014 Comm Center dispatched over 140,000 incidents.

CONFIRE is governed by a six-member Board of Directors made of one elected official from each member agency. This Board meets two to three times per year to review and approve fiscal matters and establish certain policy measures. The Administrative Committee is made of the Fire Chief from each member agency. This Committee meets monthly with each member agency having a single vote in respect to operational and administrative matters. Contract agencies are also represented at Administrative Committee meetings but are non-voting participants. The CONFIRE Director reports to the Administrative Committee and is responsible for the daily operations of all aspects of the CONFIRE JPA.

### **MINIMUM REQUIREMENTS**

**Education:** A Bachelors Degree in Business, Accounting, Public Administration or closely related field.

**--AND--**

**Experience:** Three (3) years professional level administrative experience. Must possess strong organizational and computer skills. Prior grant, legislative, contract, and organizational experience is highly desirable.

**NOTE:** *Ensure your work history clearly details qualifying experience, including your administrative, fiscal policy, strategic planning, and organization analysis experience. Also include the business applications/software you are proficient in using to accomplish these responsibilities.*

### **DESIRED QUALIFICATIONS**

The ideal candidate shall possess excellent fiscal and administrative skills that will complement the leadership and vision of the CONFIRE JPA. This individual will occupy a key leadership and administrative role within the organization with the ability to perform multiple functions on any given day which are not limited to strictly fiscal oversight. These may include interacting with Human Resources, any one of 12 represented Fire Chiefs and six (6) elected officials, allied agencies and other cooperating departments such as County Facilities, County Office of Architecture and Engineering (for capital projects), County Payroll (EMACS). This candidate should possess expert level skills in the use of Microsoft Office products, especially Excel, with competency in the Access database program as well. Experience with the development of fiscal

policy and procedure, strategic planning and organizational analysis is highly desired. Supervisory experience is also desired.

### **SELECTION PROCESS**

There will be a **competitive evaluation** of qualifications based on the information provided in the Application and/or Resume, as well as the information provided as a response to the Supplemental Questionnaire. You are encouraged to include detailed descriptions of your qualifying experience and skills, as only the most highly qualified applicants will be referred to the Department.

*The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.*

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

**Issue Date:** 7/22/17 SW

### **Business Manager/Analyst (CONFIRE, JPA)\* Supplemental Questionnaire**

\* 1. Provide the name of the Employer where you acquired your **qualifying experience**.  
*Ensure this employer is included and fully detailed in your work history.*

\* 2. Indicate the following areas in which you have **3 years experience**. *Ensure details are included in your work history*

- ☐ Administrative Experience
- ☐ Fiscal Policy Experience
- ☐ Strategic Planning Experience
- ☐ Organizational Analysis
- ☐ Business Applications/software
- ☐ Other related experience
- ☐ None of the above.

\* 3. Briefly describe your **qualifying experience** noted in the question above.

\* Required Question