



**CITY OF LAGUNA WOODS**  
**24264 El Toro Road, Laguna Woods, CA 92637**  
**(949) 639-0500 / TTY (949) 639-0535**  
[www.cityoflagunawoods.org](http://www.cityoflagunawoods.org)

## **JOB ANNOUNCEMENT**

### **SENIOR MANAGEMENT ANALYST (FULL-TIME; EXEMPT AND AT-WILL)**

\$80,690 - \$112,966 annually, plus a \$1,000 monthly benefit allowance and other benefits  
*Appointment may be made at any point within the range.*

#### **About the City of Laguna Woods**

The City of Laguna Woods occupies approximately three square miles of land that was once a part of South Orange County's expansive Moulton Ranch. Prior to the 1960s, dry farming and cattle grazing dominated the area, with a few scattered ranch dwellings and barns.

On March 24, 1999, the City of Laguna Woods was incorporated as Orange County's 32<sup>nd</sup> city. It is a general law city with a Council-Manager form of government and 10.25 full-time equivalent employees. In addition to being one of California's safest and [fiscally healthiest](#) cities, the City of Laguna Woods is unique in that the average age of its 17,644 residents is greater than 75.

The City of Laguna Woods is bordered by the cities of Aliso Viejo, Irvine, Laguna Beach, and Laguna Hills, as well as the Laguna Coast Wilderness Park and other open space areas. Nearby transportation corridors include Interstate 5, State Route 73, and State Route 133. The Pacific Ocean is located approximately five miles to the west. Notable land uses include the private gated community of Laguna Woods Village, several senior-oriented residential communities, a number of commercial centers, and three public parks.

More information about the City of Laguna Woods is available on the [City's website](#).

#### **About the Position**

The City of Laguna Woods is seeking a detail-oriented and analytically minded professional to fill a new, full-time Senior Management Analyst position in the City Manager's Office. The successful candidate will serve as an assistant to the City Manager and provide a wide range of administrative, analytical, professional, and technical support.

The successful candidate will be responsible for a diverse portfolio of assignments and projects that may involve any aspect of the City's operations (e.g., significant work plan items included in the [Budget & Work Plan](#) and programs included in the [General Plan Housing Element](#)), with an initial emphasis on housing and public safety. Core responsibilities are also anticipated to include research and evaluation, contract management, grant writing, and assorted administrative work for the City Manager (e.g., responding to inquiries and complaints, preparing correspondence, taking notes, tracking projects, scheduling, managing calendars, and filing).

It is anticipated that the successful candidate will regularly represent the City and City Manager to external parties and engage in public relations, community outreach, event planning, and external partnership development-related work (e.g., pursuing partnerships to implement local housing mobility counseling, housing mediation, foreclosure assistance, and multilingual tenant legal counseling services). Applicants should have strong writing skills and be comfortable speaking in public and interacting with residents, businesses, community groups, and elected officials.

Essential duties are further described in the [Management Analyst Series job classification](#).

## **Education and Experience**

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a bachelor's degree from an accredited college or university with major course work in business administration, public administration, or subjects applicable to the assignment, and three years of increasingly responsible full-time work experience involving relevant operations and activities. Possession of a master's degree; prior experience administering programs, projects, or services for a municipal or other government agency; and, prior experience in a supervisory position are highly desirable.

## **Benefits Summary**

- **CALPERS RETIREMENT**: 2% at 55 for eligible classic members; 2% at 62 for new/PEPRA members. Classic members pay 7% employee contribution from salary; new/PEPRA members pay employee contributions from salary at rates established by CalPERS (7.5% for the current fiscal year, increasing to 8% in Fiscal Year 2023-24), as may change from time-to-time.
- **SOCIAL SECURITY AND MEDICARE**: Employees pay a combined 7.65% from salary toward these programs, as may change from time-to-time. These employee contributions are in addition to the employee contributions for CalPERS retirement.
- **MONTHLY BENEFIT ALLOWANCE**: \$1,000 per month (less a mandatory contribution to the City's employee assistance program, as may change from time-to-time; \$2.09 currently) that can be applied toward health, dental, and/or vision insurance, as well as health and/or dependent care flexible spending accounts. Any amount of the monthly benefit allowance that remains after benefit elections is forfeited.
- **DEFERRED COMPENSATION**: Employees may contribute a portion of their salary to the City's MissionSquare Retirement (formerly ICMA-RC) 457 Deferred Compensation Plan.

- PAID TIME OFF: 160 hours (20 days) per year; accumulation of up to 480 hours (60 days).
- PAID HOLIDAYS: Eight regular holidays, two floating holidays (earned during the first pay period of the calendar year), and weekdays between December 24 through January 1 (when January 1 falls on a Sunday or Thursday, this paid holiday extends through January 2).
- TECHNOLOGY ALLOWANCE: This position is eligible for a \$79.50 per month technology allowance for the use of personal cellular telephones, personal computers, and/or other personal technology to conduct City business.
- TELECOMMUTING: This position is not eligible for regular telecommuting.
- All benefits are subject to change.

**This position is open until filled.**

**The first review of applications will occur on Monday, June 12, 2023.**

To apply for this position, please email, mail, or hand-deliver a completed City employment application, cover letter, and resume to:

[cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org)

OR

City of Laguna Woods  
Attn: Human Resources  
24264 El Toro Road  
Laguna Woods, CA 92637

The City employment application, job classification, and benefits resolution are available on the City's website ([www.cityoflagunawoods.org/employment](http://www.cityoflagunawoods.org/employment)) and at Laguna Woods City Hall.

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*The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).*

*The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform these positions' essential functions.*