



**Alameda County Care Connect Team**  
is recruiting for the following position:

## Management Analyst-P (Project Management)

### Our Mission

AC Care Connect is committed to strengthening a system of care that works together to deliver consumer centered care and supporting high need individuals (the people of Alameda County who face highly complex physical, behavioral, and social challenges) to achieve optimal independence and health.

### HOW TO APPLY

Please submit a cover letter and completed County of Alameda Job Application to:  
[ACCareConnectJobs@acgov.org](mailto:ACCareConnectJobs@acgov.org)

The application template is available online on Alameda County's On-Line Employment Center at:

[www.jobapscloud.com/alameda](http://www.jobapscloud.com/alameda)

New users can click on "New User Registration" to fill out an application template. Once the application is completed, candidates can click on the "Review" tab to "Print My Application". A PDF version of the application or digital scan of the completed application can be submitted to the email address above.

**Learn more about Alameda County Care Connect**  
<http://accareconnect.org/>

Alameda County Care Connect is seeking passionate, committed agents of social change to help transform care for people experiencing homelessness and individuals needing support for multiple complex conditions.

In 2016, Alameda County Health Care Services Agency (HCSA) was awarded more than \$140 million by the California Department of Health Care Services for AC Care Connect, an ambitious and innovative program that focuses on people experiencing homelessness and people with complex physical, mental, and social conditions who need care coordination across multiple systems, such as emergency services, hospitalizations, and law enforcement, to obtain good treatment outcomes. This pilot program focuses on transforming the infrastructure of care, and will organize health care providers, housing, behavioral health, probation, and other systems to work together to better coordinate care; help patients obtain housing; and, improve communications and coordination between providers by creating a "community health record." An estimated 20,000 people will be touched by the program over five years.

### The POSITION

\*The County classification for this positions is Management Analyst ([link](#) to MA classification).

#### Minimum Qualifications:

**Education:** Possession of a Bachelor's degree from an accredited college or university with major coursework in business or public administration, or a field related to the work. (Additional professional or para-professional administrative services experience may be substituted for the education on a year-for-year basis.);

#### AND,

**Experience:** Equivalent to three years of full-time professional level experience independently providing complex administrative or management services, including planning, organizing and conducting high level administrative, organizational or related studies at a level equivalent to or higher than the County classes of Administrative Specialist II, Financial Services Specialist II or Program Specialist, preferably in a public agency setting.

**Pay Rate: \$38.25-\$51.27 hourly;** compensation commensurate with experience.

**Provisional-Project Appointments:** *Competing in a Civil Service examination is not required for a **provisional project appointment**. However, to obtain a regular appointment, the appointee will need to successfully compete in a County exam, when open. As a project position, this position is for a specific duration.*

**Temporary Assignments:** *Assignments vary in duration depending on the needs of the department. An assignment may end at any time, but cannot exceed 18 months. In order to obtain a regular appointment, the appointee will need to compete successfully in the Civil Service process.*

**\*\*\*Please see specific position information on following pages.**

## Care Connect Management Analyst

### **Position Overview:**

The Management Analyst will work closely with the Planning Director for AC Care Connect, and will help plan, design, support, and manage efforts related to program management, care coordination, sustainability, and organizational development. Duties will include project management, strategic planning, meeting/event coordination and facilitation, data/financial analysis, data reporting and evaluation, as well as managing relationships with multiple stakeholders and partners at different levels. This will be an exciting and varied position, and will require someone who is highly relational, organized and detail-oriented, yet flexible and a creative problem-solver. Demonstrated success with project management and excellent communications skills (writing and verbal), people and computer skills are essential.

### **Responsibilities:**

- Plans program and analytical studies to be performed to forward the overall project plan for AC Care Connect; defines and clarifies project management problem areas; identifies and implements problem solving processes.
- Research, compile, and summarize data and program activities; monitor progress toward objectives, goals, and grant deliverables; implements organizational structures and processes to track progress toward goals and grant deliverables.
- Participates in sustainability planning process; collects and analyzes information; utilizes computer based and statistical techniques where appropriate; evaluates potential plans and opportunities.
- Assists in the development and implementation of efforts to strategically align AC Care Connect programs, outcomes, and sustainability planning.
- Researches program and operational alternatives; makes recommendations for action; prepares narrative and/or statistical reports, including implementation strategies, workflows, and protocols; makes presentations to management, the Board of Supervisors, or other stakeholders as required.
- Provides input into operational and program/service delivery decisions; prepares policies, procedures and other written documentation; assists in the implementation and facilitation of operational and programmatic changes.
- Serves as liaison with other County departments and agencies in areas of mutual concern; may attend meetings and provide coordination and support for collaborative efforts.
- May assist with or perform specific operational or administrative services such as administering contracts for services, assisting with development and implementation of budgets, and writing grant applications and specifications for proposals.
- May direct and review the work of others on a project or day-to-day basis.