



EMPLOYMENT OPPORTUNITY

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| 1. RPA # | 10764-OHR |
| ANALYST'S INITIALS | der |
| DATE | 12/14/15 |

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

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| CLASS TITLE Associate Governmental Program Analyst | POSITION NUMBER 306-271-5393-933 | TENURE Permanent | TIME BASE Full Time | CBID R01 |
| OFFICE OF Human Resources | LOCATION OF POSITION (CITY or COUNTY) West Sacramento, Yolo County | | | MONTHLY SALARY \$4,600 to \$5,758 |
| SEND APPLICATION TO: Office of Human Resources 707 3 rd Street, Suite 7-130 West Sacramento, CA 95605 Attn: Eagen Patterson | REPORTING LOCATION OF POSITION 707 Third Street, 7th Floor, West Sacramento 95605 | | | |
| | SHIFT AND WORKING HOURS Days – 8:00 am to 5:00 pm | | | |
| | WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: Sat/Sun | | | |
| | PUBLIC PHONE NUMBER (916) 371-2453 | PUBLIC PHONE NUMBER | | |
| SUPERVISED BY AND CLASS TITLE Chief, Office of Human Resources | | | FILE BY 12/29/15 | |

The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

ESSENTIAL FUNCTIONS OVERVIEW

Under the direction of the Chief, Office of Human Resources, the incumbent, coordinates recruitment activities for the Department of General Services (DGS) including development of recruitment plans, improved recruitment materials, and use of the internet as a recruitment resource. The incumbent provides excellent customer service to the public and to DGS employees at all levels. This position is new to DGS and therefore the incumbent will be responsible for developing an annual recruitment plan. To view the entire duty statement, please click the link below:

[Duty Statement](#)

DESIRABLE QUALIFICATIONS

- Experience in human resources related work.
- Experience analyzing situations and adopting effective courses of action.
- Experience analyzing and interpreting laws, rules, and regulations.
- Demonstrated ability to maintain confidentiality of sensitive personnel related work.
- Experience providing quality customer service.
- Demonstrated excellent organizational skills.
- Demonstrated focused attention to detail and follow-through.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

[Department of General Services Current Vacancies](#)

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| CLASS TITLE Associate Governmental Program Analyst | POSITION NUMBER 306-271-5393-933 | RPA NUMBER 10764-OHR | FILE BY 12/29/15 |
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SPECIAL REQUIREMENT

The duties outlined in the duty statement require travel.

INTERPERSONAL SKILLS

- Excellent oral and written communication skills.
- Ability to work cooperatively with others or independently.
- Demonstrate positive attitude, open mindedness, flexibility, and tact.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Demonstrate ability to perform efficiently and effectively under deadlines and pressure.
- Wear business dress in accordance with an office environment.
- Demonstrated ability to multi-task with changing priorities.
- Select, access, and use necessary information, data, and communications-related technologies such as personal computer applications, telecommunications equipment, internet, voicemail, etc.

SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply and will be considered prior to other recruitment methods.
- Transfers, reinstatements, or recruitment from the employment list may be considered.

NOTE: All applicants must meet the minimum qualifications for the classification in order to be eligible for appointment or transfer to the position. Your application must clearly demonstrate how your experience meets those qualifications. View the minimum qualifications listed in the Class Specification below:

[Associate Governmental Program Analyst Minimum Qualifications.](#)

HOW TO APPLY

If interested, please submit a completed standard State application (Std. 678), a cover letter, your test results (if applicable), and any other necessary documentation (college transcripts, etc) to the address at the top of this bulletin.

Emailed applications will not be accepted. Do not include page 5 of the application.

On your application, please list 'RPA# 10764' and indicate your eligibility (list, transfer, etc).

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