

Job Opportunity

Associate Governmental Program Analyst

One (1) Position Available

Posting Date: August 23, 2017

THIS MAY BE THE JOB FOR YOU!

Do you like a CHALLENGE? Are you a "Big Picture" Person? Can you "think outside the box"? Do you have an eye for detail? Do you take pride in, and ownership of, your work? The Administrative Services Bureau is looking for an enthusiastic and motivated person for a Policy and Compliance Analyst (Associate Governmental Program Analyst) position*. Please review the full duty statement for more specifics about the position.

DESIRABLE QUALIFICATIONS

- Demonstrated knowledge in the procedures of the State of California including policies, rules, and regulations of the California Department of Human Resources, State Personnel Board, Department of General Services, State Controller's Office, State Treasurer's Office, Department of Finance, and any other control agencies as they relate to State agency administrative, fiscal, procurement, contracting, personnel, and management activities
- Demonstrated knowledge in evaluative, planning, and analytical processes and techniques (quantitative and qualitative) for measuring the effectiveness, efficiency, and productivity of administrative and technical programs and relevant policies
- Demonstrated skill in written communication to organize ideas and present findings in a logical manner with supporting, as well as adverse, criteria for specific issues, and to prepare material complicated by short deadlines and limited information
- Ability to exercise sound judgment in all phases of analysis, ranging from sorting out the most important problems when dealing with voluminous amounts of information to ensure that the many facets of a policy issue are explored, to sifting evidence and developing feasible options or alternative proposals and anticipating policy consequences
- Ability to manage and work on multiple projects, work within tight deadlines, and prioritize work

APPLICATION PROCESS

Establish Eligibility

Current state employees with a status as a Associate Governmental Program Analyst (AGPA) or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are eligible to apply. If you are not currently on the Associate Governmental Program Analyst (AGPA) exam list, you may take the exam here: [Associate Governmental Program Analyst](#)

Apply for the Position

Complete a [STD 678](#), which is the standard state examination/employment application form, with original signature. Clearly indicate the basis of eligibility (list, transfer, or reinstatement [do not notate LEAP eligibility]) in the "Explanations" section. In addition,

- Attach all required supporting documents (e.g., transcripts/diploma, resume, cover letter) to your application (**as described in the CalCareer listing**); and
- Mail or deliver your completed application to the California State Library

Mail

Human Resources Services Office
PO Box 942837
Sacramento, CA 94237

In person

HRSO Drop Box – CSL Annex
900 N Street, 1st floor

Electronic application

Through your [CalCareer Account](#)

ADDITIONAL INFORMATION

SROA/Surplus candidates are encouraged to apply. Appointment is subject to SROA/Surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the [AGPA Minimum Qualifications](#). All methods of appointment, including Training and Development assignments, will be considered. A 120 day candidate pool will be established for subsequent vacancies. *This position is designated under the **Conflict of Interest Code**. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library 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 expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (including pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.



- ◆ PC# 2161
- ◆ Permanent/Full-time
- ◆ \$4,784 — \$5,988/Month
- ◆ Final File Date:
September 15, 2017

Located across the street from the State Capitol, the Library and Courts Building II houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Library Development Services Bureau, and Administrative Services Bureau.

The State Library serves the people of California in several ways:

- ◆ It is the central reference and research library for state government and the Legislature.
- ◆ It provides non-partisan research to the Legislature and the Governor.
- ◆ It collects, preserves, generates and disseminates information from California's priceless historical items to today's online texts.
- ◆ It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs and services.

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