



May 8, 2015

JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

CLASSIFICATION: **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)**

TENURE/TIME BASE: **PERMANENT / FULL-TIME**

BUREAU: **LIBRARY DEVELOPMENT SERVICES**

MONTHLY SALARY: **\$4488 - \$5618**

SUMMARY: The California State Library's Library Development Services (LDS) Bureau provides technical consulting about all aspects of library service, to help local libraries extend and improve services. It also administers state and federal library grant programs and works to enhance resource-sharing efforts among libraries of all types. These activities help California's libraries maintain and support existing library programs and services; implement new methods for delivering cost-effective library services; extend library services to all Californians; and gain the greatest benefit from existing sources of funding and seek new funding opportunities.

DUTIES: Under the general supervision of the Bureau Chief of Library Development Services (LDS), independently performs the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning, policy analysis and formulation; acts in a lead (non-supervisory) capacity to Bureau analyst and support staff positions; functions and serves as California Library Services Act program coordinator and support staff to the California Library Services Board; provides advisory, consultative, and technical assistance to California libraries and local government officials.

The AGPA is responsible for the development of narrative and statistical summaries and analyses of library-related data collected by Library Development Services; Collaborates with the State Data Coordinator to prepare and implement the annual public library statistical survey; Coordinates with the State Data Coordinator, the Literacy Program Coordinator and literacy support staff, Bureau management and other support staff to assist with Public Library Statistics, Library Services and Technology Act (LSTA), literacy, broadband and other ad hoc surveys as requested; Works closely with library directors and staff, library programs consultants, support staff and outside vendors and to gather, review, and submit data and maintain and update

databases as requested; Runs and designs regular and ad-hoc reports as assigned by State Data Coordinator or Bureau management.

The AGPA is also responsible for the integration, coordination, and management of all authorized programs under the CLSA; Develops CLSA policy recommendations for consideration by Bureau management and State Librarian; Works with CLSA program staff to develop necessary reports and CLSA budget updates for Bureau Chief; Works closely with library directors and system coordinators on sensitive issues regarding CLSA programs and system membership issues.

Monitors LDS budget.; Acts as LDS' Single Point of Contact (SPOC) for FI\$Cal; Participates in writing Budget Change Proposals (BCP) and proposed regulations when needed; Recommends and implements improved bureau operations, services, and functions; Participates in the establishment of Bureau policy; Makes recommendations on program directions within the Bureau; Coordinates and maintains the Records Retention Schedule for Library Development Services.

In a lead-role, coordinates services provided by analysts and support staff. Collaborates with Bureau management to identify projects requiring analytical and support staff assistance. Coordinates updates and maintenance with support staff of the Library Development Services (LDS) Intranet and web sites; analyze and develop procedures.

Provides assistance in recommending various policies and procedures; coordinates and implements state and federal laws and regulations; and provides guidance and advice to local program staff and management.

DESIRABLE QUALIFICATIONS:

- Experience with exempt appointees and/or board members.
- Experience developing policies and procedures.
- State Budget experience.
- Experience with procedures, processes, and forms involved in monitoring grants.
- Knowledge of the California Library Services Act.
- Knowledge of the Literacy Services law.
- Knowledge of and experience in effectively applying the principles and practices of data collection, statistics, and departmental policies and procedures.
- Ability to make independent, responsible decisions relating to work organization and support staff assignments
- Excellent research skills.
- Experience analyzing and solving difficult and complex problems.
- Ability to demonstrate courtesy and tact.
- Ability to maintain good relationships and work with managers, supervisors, staff, patrons, liaisons, and the public.
- Ability to write and speak effectively.
- Ability to provide and follow oral and written instructions.
- Ability to exercise sound judgment.
- Ability to maintain confidentiality.

- Ability to learn rapidly, follow directions, analyze data accurately, reason logically and maintain the confidence and cooperation of those contacted during the course of work.
- Ability to work in a highly sensitive and confidential environment.
- Experience assuming responsibility for decisions and actions.
- Demonstrated ability to work both independently and collaboratively as part of a team.
- Demonstrated computer skills.

APPLICATION PROCESS:

If you're new to employment with the State of California, you must pass an open examination before applying for job openings. More information on the process can be found at:

<https://jobs.ca.gov/>

Interested individuals who currently work for the state of California, either as an **Associate Governmental Program Analyst** or in some other classification that is eligible to transfer into the **Associate Governmental Program Analyst** classification; former California state employees who can reinstate into this classification, and/or persons who are reachable on a current employment list for the **Associate Governmental Program Analyst** classification are eligible to apply.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please review the classification specification at <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or class title you wish to review. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined a list eligible applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter.

All methods of appointment, including Training and Development (T&D) Assignments will be considered and a 120-day candidate pool will be established for subsequent vacancies.

All interested applicants **must submit:**

1. A standard State Examination/Employment **Application** form (STD 678, Rev. 10/2013) **with original signature**. Applications must **clearly indicate** position #175-616-5393-101 and **the basis of eligibility** (list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment). Failure to do so may result in not being considered for an interview,
2. A **resume**,
3. All required **supporting documents** for the classification as identified in the classification specification (i.e. transcript/diploma, license and/or required certificate).

Application packages may be submitted to the:

California State Library
Human Resources Services Office
Attention: Angela Duprey
P.O. Box 942837
Sacramento, CA 94237-0001

Applications may also be delivered in person to the HRSO Drop Box, Library Building, 900 N Street, on the first floor. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov.

Applications will be screened and evaluated based on eligibility and desirable qualifications and only the most qualified applicants will be considered for an interview.

Final Filing Date: May 22, 2015

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, 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.

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.