



October 3, 2014

## JOB OPPORTUNITY

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

**CLASSIFICATION:** *STAFF SERVICES ANALYST (GENERAL)*

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

**BUREAU/SECTION:** *SLS/ADMINISTRATION*

**SALARY:** *RANGE A: \$2873 - \$3600*  
*RANGE B: \$3111 - \$3895*  
*RANGE C: \$3731 - \$4671*

**SUMMARY:** Under the general direction of the Chief of the State Library Services Bureau (SLS), the incumbent provides analytical and administrative support for the Bureau.

**DUTIES:**

- **Budget Analysis and Tracking.** Monitors allocations, spending plans, and actual expenditures in SLS administrative budget indexes, as well as the indexes of individual SLS sections. Analyzes longitudinal spending patterns. Analyzes the need for, and recommends, fund transfers between indexes and prepares related documentation. Provides administrative support for budget documents, including the preparation of Budget Change Proposals. Tracks proposed and actual SLS expenditures on a complex, multi-tab spreadsheet to ensure fiscal year spending is on track. Reconciles official fiscal year expenditures to date (as reported in the California State Accounting & Reporting System (CALSTARS)) to purchase orders and to the CSL budget tracking system.
- **Procurement.** Receives equipment and supply requests from SLS sections. Solicits competitive bids and trains section personnel on how to solicit bids in a way that is compatible with state procurement regulations. Prepares order forms and accompanying documentation. Liaisons with CSL procurement officials. Researches and reconciles equipment and supply delivery problems. Keeps inventory of centralized supply stocks and analyzes supply use trends so SLS can be strategic about supply inventories. Ensures that SLS sections have an adequate stock of specialized supplies.
- **Statistics.** Develops and maintains the SLS statistical database. Coordinates collection of statistical information from all SLS sections for internal monthly reports and annual reports to state and federal agencies. Analyzes SLS statistics, tracking patterns of change. Prepares annual, comprehensive SLS statistical report and other statistical reports as needed.
- **Travel Coordination and Timekeeping.** Serves as travel consultant and coordinator for SLS. Assists SLS employees with travel justification forms and travel reservations. Assists SLS employees with submission of travel reimbursement claims. Serves as trainer and consultant for the CalATERS automated reimbursement system. Assists SLS Bureau Chief with yearly preparation of out-of-state travel requests for the blanket. Serves as timekeeper for SLS employees who are directly supervised by the SLS Bureau Chief.

- **Analysis and Support for SLS Policies and Procedures.** Researches and assists the drafting of new SLS policies and procedures. Analyzes the need for changes in existing SLS policies and procedures and assists the SLS Bureau Chief in keeping policies and procedures current and relevant to current conditions.
- **Special Projects.** Researches information needed to support projects and special purchases. Analyzes information and presents oral and written reports as needed. Assists with special administrative projects such as space needs for collections, review and storage of SLS files, and allocation of office space. Provides administrative support for special projects coordinated by the SLS Office.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of California state laws and regulations concerning budgeting, procurement, travel, and the Civil Service
- Expert knowledge of office software programs, particularly word processing, spreadsheets, and database programs
- Knowledge of statistics—gathering data, compilation, and analysis
- Ability to analyze complex budget data to recognize patterns and trends
- Ability to analyze the Bureau’s existing policies and procedures, looking for ways to improve and update them, and the ability to suggest and to draft new policies and procedures based on critical analysis of current needs
- Ability to think critically and recognize problems and anomalies
- Ability to work on complex projects independently, with a minimum of supervision

**INTERPERSONAL SKILLS:**

- Excellent written and oral communication skills
- Ability to work with a variety of people in a diverse workplace setting
- Tact and possession of a calm demeanor, even when facing stressful situations and deadlines

**PHYSICAL ABILITIES:**

- Ability to operate a computer, keyboard, mouse and other peripherals for an extended period of time, with assistive technology, if needed
- Ability to lift up to 30 pounds

**WORK ENVIRONMENT:**

- Works in a highly focused office environment
- Engages with CSL staff and business vendor contacts in writing and by telephone
- Troubleshoots various office-related problems, analyzes possible solutions, and proposes solutions to the SLS Bureau Chief or other administrative officials
- Writes numerous reports, maintains databases, and analyzes data, using spreadsheets

**APPLICATION PROCESS:**

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, 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, First Floor. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). All methods of appointment will be considered and 120 day candidate pool will be established for subsequent vacancies. Applications will be accepted until October 17, 2014. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY.** Applications will be screened and only the most qualified candidates will be interviewed.

**EQUAL OPPORTUNITY EMPLOYER**