



JOB OPPORTUNITY

SIERRA NEVADA CONSERVANCY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

PERMANENT FULL-TIME PERMANENT INTERMITTENT LIMITED-TERM – LENGTH:

ASSOCIATE GOVERNMENTAL PROG ANALYST

Position # 415-001-5393-004

Final Filing Date: Until Filled (Subject to Budget Approval)

\$4,400 - \$5,348 Monthly DOE

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Job Description (Typical Duties)

Under the direction of the Staff Services Manager II, this position serves as the Business and Human Resources Services Coordinator and performs the more complex technical and analytical work. Typical duties and responsibilities may include the following: Represent the Department before various employee organizations; facilitate classification studies and reviews; advise management on sensitive and confidential personnel matters; perform research related to public personnel management; interpret and explain civil service laws, rules, and regulations. Develop and administer SNC's staff development and training program; development of departmental training matrix. Administer the departmental procurement program; develop/revise/maintain procurement policy and procedures manual. Responsible for the departmental delegated purchasing authority; prepare accrual and other purchasing reports; prepare procurement trends and analysis reports, bi-annual Financial Integrity and State Manager's Accountability (FISMA) reports. Responsible for Facilities, and Property Administration including the negotiation of contracts and lease agreements; plan for effective utilization of leases and/or state owned office space; evaluate, recommend and conduct acquisitions for new major equipment or other property or repair of existing property; responsible for equipment inventory and reporting; maintain records management; prepare management reports. Arrange for equipment and/or property distribution/transfer/disposal; arrange for sale and/or disposition of surveyed property. Process property damage and loss reports; maintain administrative records associated with property management activities; correlate information and prepare reports and correspondence relative to property management activities.

Desired Experience and Qualifications

The desired incumbent will possess a strong work ethic, and a background that includes technical, working level knowledge of the duties stated above; and will have financial and/or accounting education or experience as well as strong analytical abilities. In addition, the incumbent will have working knowledge of computer software including MS Excel, and MS Word.

To Apply

To be considered for appointment you must include the position number on the STD 678, and have; 1) permanent civil service status or reinstatement rights to this class; or, 2) be on an eligible list for this class; or, 3) be a retired annuitant in this class. Applications will be screened and only the most qualified candidates will be interviewed. All applicants must submit a STD 678 to:

Franchise Tax Board
Certification Unit
P.O. Box 550
Sacramento, CA 95812-0550

The Franchise Tax Board provides Human Resource support services for the Sierra Nevada Conservancy. Applications must be submitted through FTB. Contact for information: Rita Adair (530) 823-4708 See www.sierranevada.ca.gov for agency information