

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-091
Final Filing Date:	December 19, 2008 or Until Filled

Position:	Salary:	Location:
Associate Personnel Analyst OR Staff Services Analyst (General)	\$4,400 - \$5348 per month Range A - \$2,817-\$3,426 Range B - \$3,050-\$3,708 Range C - \$3,658-\$4,446 per month	Office of Statewide Health Planning & Development Human Resources Services 400 R Street, Suite 364 Sacramento, CA. 95811

Come join our 2006 Sacramento Workplace Excellence Leader award winning team!

The Human Resources Services office is seeking a highly motivated, enthusiastic, detail-oriented person to handle Labor Relations and discipline. This position is one of three staff responsible for these areas; reports to the Selection and Development Manager; and is designated Confidential.

Added bonus: We recently moved into a remodeled office space with new modular furniture and new carpet!

Please call us if you want a copy of the duty statement and/or more information.

Desirable Qualifications:

- Excellent interpersonal skills utilizing sound judgment, discretion, tact, and a high degree of professionalism.
- Ability to maintain a high degree of confidentiality, initiative, and accuracy in performing tasks.
- Ability to analyze data and present ideas and information both orally and in writing.
- Working knowledge of computers and applicable software programs including Microsoft Office and GroupWise.
- Ability to handle multiple priorities and deadlines while working cooperatively with others.
- Experience in above program areas.
- Commitment to upholding OSHPD's core values.

Who May Apply:

Applications will be accepted from individuals currently in this classification or who have list, transfer, or reinstatement eligibility. Only the most qualified individuals will be interviewed. Appointments are subject to SROA/Surplus policies.

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHPD – Human Resources Services
Attention: Beverly Lamera (**JOB #08-091**)
400 R Street, Suite 364
Sacramento, CA 95811



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

For more information contact Beverly Lamera at (916) 326-3269.

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.

It is an objective of the State of California to achieve a drug-free work place. 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.