

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-092
Final Filing Date:	January 2, 2009 or Until Filled

Position:	Salary:	Location:
Staff Services Analyst (General)	Range A \$2817 - \$3426 Range B \$3050 - \$3708 Range C \$3658 - \$4446	Office of Statewide Health Planning & Development Healthcare Workforce Development Division (HWDD) 400 R Street, Suite 330 Sacramento, CA 95811

General Statement:

The Health Careers Training Program (HCTP) develops public/private partnerships to encourage and address health careers training/employment needs for a workforce that reflects the diversity of the State's population and identifies health education programs, financial incentives, and job placement opportunities. Under the supervision of the Staff Services Manager I, the incumbent is responsible for the less technical analytical workload of the HCTP.

Duties:

- Plan, design, research, analyze, develop, implement, and maintain HCTP's less technical Access databases and Excel workbooks of average complexity. Runs basic queries and formulas to produce ad hoc reports.
- Conduct research of average complexity, identify potential data sources, and develop survey instruments.
- Work with California Post-Secondary Education Commission, Information Technology and HWDD staff to coordinate, plan, design, research, analyze, develop, implement, and maintain the Health Education Training Programs Health Occupations data, GIS maps, publications, and other related resources.
- Coordinate HCTP webpage content, including conversion of documents to Adobe .pdf format.
- Respond to telephone and correspondence inquiries relative to HCTP data, resources and web content.
- Support healthcare workforce stakeholders through research, analysis, evaluation, interpretation, consultation, and technical assistance as needed.
- Prepare written and oral presentations, develop content for the Healthcare Pathways newsletter and other publications of average complexity.
- Coordinate and attend offsite healthcare workforce related meetings and present marketing materials to stakeholders at various healthcare workforce exhibit opportunities throughout the State.

Desirable Qualifications:

- Strong proficiency with Microsoft Office applications, particularly Access and Excel.
- Knowledge and experience of average complexity in database design, research methods and techniques, and webpage content development.
- Knowledge of healthcare workforce trends and issues.
- Ability to manage multiple projects and deadlines.
- Excellent written, oral, and interpersonal communication skills.
- Good judgment in dealing with management, staff, stakeholders, and other public agencies.

Who May Apply:

Applications will be accepted from individuals currently in the above classes or individuals who have list, transfer, or reinstatement eligibility. Appointment is subject to SROA/surplus policies. Only the most qualified applicants will be interviewed.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

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

OSHPD - Healthcare Workforce Development Division
Attn: Felicia M. Borges (**JOB #08-092**)
400 R Street, Room 330
Sacramento, CA 95811

For more information contact Felicia M. Borges (916) 326-3700.

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.