

JOB OPPORTUNITY

Job Opportunity Bulletin: #08-093

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:

- Coordinate, research, gather and analyze information and data, develop content, plan, design, produce, and distribute the Healthcare Pathways newsletter and other publications and resources of average complexity.
- Work with Information Technology and HWDD staff to plan, design, develop, implement, update, and maintain the HCTP distribution list. Track distribution efforts. Distribute materials both electronically and by mail.
- Identify outreach opportunities. Plan, research, analyze, design, develop, update, and maintain web-based calendar of healthcare workforce related convening's, conferences, meetings, trainings, etc.
- Coordinate exhibit opportunities and present marketing materials to healthcare workforce stakeholders at various healthcare workforce conferences and recruitment seminars throughout the State.
- Respond to telephone and correspondence inquiries relative to HCTP publications, resources, and outreach materials. Support healthcare workforce stakeholders through research, analysis, evaluation, interpretation, consultation, and technical assistance as needed.
- Conduct research of average complexity. Identify potential data sources, collect and compile data, and develop survey instruments.
- Coordinate and attend offsite healthcare workforce related meetings. Produce HWDD's Annual Summary.

Desirable Qualifications:

- Excellent written, oral, and interpersonal communication skills.
- Proficiency with Microsoft Office applications, particularly Word, Excel, and Access.
- Knowledge and experience of average complexity in design and layout (using Microsoft Office and similar applications), database design, and research methods and techniques.
- Knowledge of healthcare workforce trends and issues.
- Ability to manage multiple projects and deadlines.
- 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 #08-093**)
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.