

JOB OPPORTUNITY

Job Opportunity Bulletin: #08-095

Final Filing Date: January 15, 2009
or Until Filled

Position:	Salary:	Location:
Staff Services Analyst (General)	Range A - \$2,817 - \$3,426 Range B - \$3,050 - \$3,708 Range C - \$3,658 - \$4,446	Office of Statewide Health Planning & Development Administrative Services Division Information Technology Services Section (ITSS) 400 R Street, Room 380 Sacramento, CA 95811

WE ARE LOOKING FOR A MOTIVATED PERSON WHO THRIVES ON CHALLENGE AND ENJOYS WORKING IN A TEAM ENVIRONMENT!

General Statement: Under supervision of the Chief Technical Officer (CTO), provides general analytical support for the Data Management Office (DMO), Project Management Office (PMO), Customer Services Center (CSC), Architecture and Infrastructure (A&I), and Development Services Group (DSG).

Duties:

- Participates in analytical studies of organization, procedures, budgetary requirements, and personnel management.
- Prepare budget documents and spreadsheets.
- Gathers, tabulates, and analyzes data; draws organization, workload, and other charts.
- Interviews and consults with departmental officials, employees, and others to give and secure information.
- Prepares reports and makes recommendations on procedures, policies, and project/program alternatives.
- Reviews and analyzes proposed legislation and advises management on the potential impact.
- Makes recommendations on financial, personnel, and other transactions of average complexity.
- Prepares correspondence, schedules meetings, administrative tasks to support the units of the ITSS and the CTO.

Desirable Qualifications:

- Demonstrates a commitment to performing duties in a customer service-oriented manner.
- Maintains good work habits and excellent attendance.
- Adheres to all policies and procedures.
- Knowledge of budget process.
- Knowledge of project management practices.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Individuals with list appointment should attach a copy of their notice of test results. Appointment is subject to SROA/surplus policies. The most qualified individuals will be selected for an interview.



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:

Information Technology Services Section
Attention: Karan Marsh (**JOB # 08-095**)
400 R Street, Room 380
Sacramento, CA 95811

For more information contact Karan Marsh, (916) 326-3977

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.