

# JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-105
Final Filing Date:	April 3, 2009 or Until Filled

Position:	Salary:	Location:
Associate Governmental Program Analyst  ***Reissue***	\$4,400-\$5,348	Office of Statewide Health Planning and Development Healthcare Information Resource Center 400 R Street, Suite 250 Sacramento, CA 95811

## WE'RE LOOKING FOR VALUABLE, PROFESSIONAL STAFF!

### General Statement:

Under direction of the Staff Services Manager I (SSMI), and with a high degree of independence, perform various analytical duties to support the web-based activities of the Healthcare Information Resource Center (HIRC). The creative and detail-oriented person in this role is responsible for custom development, implementation, maintenance, updates and administration of external and internal OSHPD websites from concept to departmental release with an emphasis on providing the most efficient, timely and cost-effective dissemination of information—enhancing intra-departmental communication.

### Duties Include:

- Overseeing and/or creating custom web pages and posting information on the website
- Serving as webmaster coordinator for divisions in the department without dedicated webmasters
- Project managing and developing essential reports (including analysis of web trends)
- Analyzing data to determine accomplishment of goals and objectives

### Desirable Qualifications:

- Ability to think creatively, working as a team player demonstrating dependability, flexibility, and tact
- Strong analytical and problem solving skills with a demonstrated ability to use good judgment
- Display good organizational and time management skills and ability to perform multiple tasks
- Ability to present ideas and information effectively both verbally and in writing
- Strong computer skills, including working knowledge of Microsoft Office Suite. Web development applications knowledge is desirable (will provide training, as appropriate)
- Sound judgment and discretion in communicating with all levels of staff and the public
- Must be detail oriented, dependable, punctual and possess good attendance habits

### 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 policies.



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 Information Resource Center (HIRC)  
Attention: Jonathan Teague, Manager (**JOB#08-105**)  
400 R Street, Suite 250  
Sacramento, CA 95811-6213

For more information, contact Jonathan Teague at (916) 326-3805.

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.