

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-111
Final Filing Date:	January 9, 2009 or Until Filled

Position:	Salary:	Location:
Staff Services Analyst (G)	Range A \$2,817 - \$3,426 Range B \$3,050 - \$3,708 Range C \$3,658 - \$4,446	Office of Statewide Health Planning & Development Facilities Development Division 400 R Street, Suite 200 Sacramento, CA. 95811

General Statement: Under the supervision of the Staff Services Manager I, the incumbent serves as the Division's Office procurement coordinator, as the Division's Emergency Response Coordinator responsible for coordinating OSHPD's Emergency Operations Center (EOC), as the Division's Fleet Administration liaison responsible for coordinating vehicle requisition and assignment to appropriate field staff; and provides general analyst support to other Unit functions.

Duties:

- Serves as the Division's non-IT procurement coordinator and the Division's liaison to the Department's Administration Division, Business Services Unit, for all Division procurement activities for both the Sacramento and Los Angeles offices.
- Research, analyze, and develop solutions to procurement related problems such as specialized solicitation strategies.
- Develop and implement vendor contract language, procedures and policies for the Division to ensure conformance with the provisions of applicable law and contracting authority.
- Meets and advises Division administrators and supervisors on procurement processes.
- Audits and approves invoices for Region-wide expenditures.
- Develop statement of work for services, solicit bids from vendors, review bids submitted to determine which vendor to use and coordinate procurement of goods and services.
- Develop, monitor and maintain an inventory of all Division furniture, supplies, and office equipment; identify supply usage trends to develop, implement, and maintain an ordering system.
- Serve as the Division's Emergency Response Coordinator. Maintain and modify the OSHPD's Emergency Response Plan designed to direct the activities of the Division in its evaluation and inspection of health care facilities following a disaster.
- Serve as the lead administrative support staff, during an emergency event in coordinating the activation of OSHPD's Emergency Operations Center (EOC), and also serves as a liaison to the Office of Emergency Services (OES).

Desirable Qualifications:

- Strong analytical and problem solving skills with a demonstrated ability to use good judgment.
 - Must possess good organizational and time management skills.
 - Ability to present ideas and information effectively both orally and in writing.
 - Strong computer skills including working knowledge of Microsoft Office Suite.
 - Sound judgment and discretion in communicating with all levels of staff and the public.
- Ability to handle multiple tasks, priorities and deadlines.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only 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:

OSHPD - Facilities Development Division
Attention: FDD Personnel (**JOB #08-111**)
400 R Street, Suite 200
Sacramento, CA 95811

For more information contact Terry Meleski at (916) 440-8450

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.