

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-122
Final Filing Date:	January 22, 2009 or Until Filled

Position:	Salary:	Location:
Staff Services Analyst (General) or Associate Governmental Program Analyst	Range A - \$2,817 - \$3,426 Range B - \$3,050 - \$3,708 Range C - \$3,658 - \$4,446 or \$4,400 - \$5,348	Office of Statewide Health Planning & Development Administrative Services Division 400 R Street, Room 359 Sacramento, CA 95811

The Office of Statewide Health Planning and Development (OSHPD) is recruiting for a dynamic and driven individual to join our Procurement and Contract Services team.

We are looking for a contract analyst who enjoys working in a fast-paced team environment to perform the following duties:

- Provide full range of contract services for OSHPD's programs to ensure OSHPD's contracts conform to statewide contracting policies, laws and regulations. Consult with OSHPD staff in the development of contracting documents, review and analyze contract documents, obtain appropriate contract approvals and signatures, and execute contract documents.
- Provides consultative services to OSHPD's programs in the appropriate contracting mechanism to obtain services and in the development of contract documents
- Develops and implements Contract Manager trainings and meetings to ensure OSHPD program staff are trained and kept current on statewide contracting policies, laws and regulations.
- Develops and implements a Small Business/Disabled Veteran Business Enterprise Advocacy program within OSHPD including an educational campaign to inform the division procurement and contract liaisons regarding the importance and benefits of contracting with SB/DVBE entities and to ensure that the office meets the annual SB/DVBE goals.
- Develops and implements outreach programs to encourage and increase SB/DVBE participation.
- Serve as OSHPD's Cal-Card Administrator.

Desirable Qualifications:

- Knowledge of State of California contract policies, regulations, and laws.
- A strong customer service orientation.
- Excellent written and oral communication skills. Ability to communicate tactfully and effectively and work cooperatively with others.
- Strong organizational and time management skills.
- Shows initiative in making work improvements, identifying and correcting errors, and in initiating work activities.

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 - Administrative Services Division
Attention: Pattye Nelson (JOB #08-122)
400 R Street, Room 359
Sacramento, CA 95814

For more information contact Julie Willis at (916) 326-3292.

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.