



California Coastal Commission

JOB ANNOUNCEMENT

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)

OR

STAFF SERVICES ANALYST (GENERAL) (SSA)

HEADQUARTERS OFFICE

BUSINESS SERVICES

SAN FRANCISCO

FULL-TIME, 12-MONTH LIMITED TERM POSITION

(WITH THE STRONG POSSIBILITY OF EXTENSION OR BECOMING PERMANENT)

The California Coastal Commission (Commission) is seeking a new addition to its Headquarters Office. The Commission is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Commission is to implement the Coastal Act and to provide for the balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations. The Commission's staff includes dedicated planners, scientists, attorneys and administrative staff.

The AGPA or SSA will help to support the Fiscal and Business Services Unit which consist of Procurement, Asset and Fleet management, Facilities management, Travel and Budgets. As a Fiscal and Business Services analyst, this position will focus on the Business Services' components of service contracts and local coastal program (LCP) grant administration. This position also manages the Commission's Asset and Fleet inventory. This position provides an opportunity for professional growth and development through training and a variety of duties.

Duties for this position will include:

- Procure services vital to the organization, including researching procurement options, drafting and executing the solicitation documents, and drafting and executing contract documents and amendments, following the Department of General Services' policies and procedures and using the FI\$CAL system
- Act as key point of contact with contract and grant managers to initiate new contracts and local assistance grants and to execute contract renewals
- Work with different levels of personnel within the organization to analyze and solidify an overall contract and grant strategy
- Oversee and manage Asset and Fleet inventory
- Communicate and work closely with management, the legal team, and with Department of General Services as needed
- Report status of current contract processes to management
- Ensure contracts and grants are drafted with correct funding sources and account codes
- Work closely with a mentor and the legal team to create language standards and procedures for grants that are in compliance with applicable legislation
- Process invoices and track payments
- Analyze potential risks that contract changes may pose to the organization
- Conform with all Ethics and Conflict of Interest policies
- Other duties as assigned, which may include acting as backup for coordinating travel and maintaining local fleet
- Travel as needed to Sacramento for California Procurement Academy (Cal-PCA) and FI\$CAL training, quarterly for State Contracting Advisory Network (SCAN) meetings, and for other meetings and training as needed

Occasional travel to Sacramento and to District Offices will be required. Possession of a valid CA driver’s license is desirable. Proficiency in Excel, excellent written and verbal communication skills, attention to detail, ability to manage a variety of critical tasks concurrently, ability to work independently and collaboratively, eagerness to learn, and ability to work in a fast-paced environment are highly desirable.

Duties will be commensurate with the level at which the position is filled.

ELIGIBILITY: Individuals on the Associate Governmental Program Analyst eligible list or Staff Services Analyst (General) eligible list may apply. Current or former State employees with transfer or reinstatement rights at the Associate Governmental Program Analyst or Staff Services Analyst (General) level may also apply. (Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of the Associate Governmental Program Analyst or Staff Services Analyst (General) classification.) Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

SALARY:

Associate Governmental Program Analyst	\$4,784 – \$5,988 per month*
Staff Services Analyst (General)	\$3,063 - \$4,980 per month* (Range determined by Alternate Range Criteria)

*Salary range is expected to increase by 5%, effective July 1, 2018.

CONTACT: For information about the position, please contact Pamela Wu at (415) 904-5207 or Pamela.Wu@coastal.ca.gov.

For information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free (866) 831-2540 or HumanResources@coastal.ca.gov.

FILING: The position will be open until filled. We would like to fill the position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be offered. Submit a current resume and a State Application Form 678 (available at www.jobs.ca.gov).

HUMAN RESOURCES OFFICE
 CALIFORNIA COASTAL COMMISSION
 45 Fremont Street, Suite 1930
 San Francisco, CA 94105–2219
 (415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

Please indicate “Associate Governmental Program Analyst or Staff Services Analyst (General), Business Services” in the Examination or Job Title section on the State Application Form 678.

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION, WHAT WE DO, AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE ANY QUESTIONS, YOU MAY E-MAIL US OR CALL THE ABOVE NUMBERS.

Equal employment opportunity 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 state 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.

California Relay Service for the Hearing Impaired call 711

