



JOB ANNOUNCEMENT

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

OR

STAFF SERVICES ANALYST (GENERAL)

FISCAL & BUSINESS SERVICES

SAN FRANCISCO

FULL-TIME, PERMANENT POSITION

The California Coastal Commission (Commission) is seeking a talented addition to its Fiscal & Business Services Unit in San Francisco. 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 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. Employees at the Commission enjoy working on a broad range of issues to plan for and manage coastal land uses while protecting important coastal resources including wetlands, habitats that support rare and endangered species, scenic landscapes and views to the sea, public shoreline access and recreation opportunities. The Commission's staff includes dedicated planners, scientists, attorneys, and administrative staff.

The California Coastal Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations.

Under general direction of the Chief of Fiscal & Business Services, the Associate Governmental Program Analyst or Staff Services Analyst (General) serves as a member of the administrative support team and completes complex, analytical work regarding contracts for services, grants, and facilities management.

DUTIES will include but may not be limited to:

CONTRACTS & GRANTS

- Completes the procurement process for all contracts for services, including the following:
 - researches current policies and procedures,
 - determines the appropriate procurement method,
 - conducts market research and cost analysis,
 - collaborates with contract managers to develop the scope of work and draft the solicitation documents,
 - conducts the solicitation and navigating contract managers through the bid evaluation process,
 - drafts and executes contract documents, and
 - issues amendments;

- Drafts and executes grants for the WHALE TAIL® Grants Program;
- Ensures contracts and grants include the correct funding sources and account codes;
- Analyzes potential risks that proposed contract or grant terms may pose to the Commission;
- Processes invoices for payment and monitor expenditures of contracts and grants;
- Creates solicitation events, contracts, purchase orders, and invoice receipts in FI\$Cal;
- Provides fiscal recommendations to management regarding procurement of services to ensure fiscal accuracy;
- Functions as the Commission's liaison with Department of General Services/Office of Legal Services (DGS/OLS) and attends quarterly State Contracting Advisory Network meetings;

FACILITIES

- Acts as Commission liaison between the DGS/Real Estate Services Division and the Commission to renew leases or enter into new leases for the Commission's six (6) offices, including the following:
 - develops space and design requirements,
 - obtains project approvals from DGS and/or Department of Finance,
 - creates and expends Architectural Revolving Fund accounts,
 - completes site searches,
 - monitors construction and resolves issues,
 - designs and installs or reconfigures Modular Furniture, and
 - coordinates office moves and remodels;
- Collaborates with various staff to complete tasks during lease projects such as IT specs for the lease exhibits and furniture and equipment purchases for new or remodeled offices;
- Submits lease maintenance items for the Headquarters office and resolves escalated lease maintenance issues for all offices;
- Prepares ongoing lease cost information and potential facility expenditures and cost analysis for the budget team;
- Tracks, calculates, and submits greenhouse gas emission facility reporting information;

GENERAL

- Cross trains in other Fiscal & Business Services areas such as budget, grants, goods procurement, fleet, inventory management, and others as assigned.

Travel to Sacramento for training and meetings and to the Commission's district offices is required.

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

DESIRABLE QUALIFICATIONS: Proficiency in Microsoft Office applications including Excel and Word; knowledge of the state's procurement policies and procedures; experience with FI\$Cal PeopleSoft; ability to perform cost analysis, determine requirements, and deliver data-driven recommendations and reports; and ability to implement advanced strategies for gathering, reviewing and analyzing data. Excellent verbal and written communication skills, including the ability to draft clear and concise letters and memoranda, and work habits are essential. Must be able to work independently and collaboratively and provide support to team members and Commission staff in a fast-paced environment.

Special Qualifications: Familiarity with or the ability to learn new online platforms and programs (i.e., SharePoint, Zoom, TeamViewer).

ELIGIBILITY: Individuals on the Associate Governmental Program Analyst or Staff Services Analyst (General) eligible list may apply. **See examination listings at www.jobs.ca.gov for minimum qualifications and to take the Associate Governmental Program Analyst or Staff Services Analyst (General) examination.** Current State employees or former State employees with transfer or reinstatement rights to the level of the Associate Governmental Program Analyst or Staff Services Analyst (General) classification 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.** Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer or re-employment status in the Examination/Job Title section of the CA State Application (std 678).

SALARY:	Associate Governmental Program Analyst	\$5,149 - \$6,446/month
	Staff Services Analyst (General)	Range A: \$3,298 - \$4,132/month Range B: \$3,571 - \$4,469/month Range C: \$4,281 - \$5,360/month

Effective July 1, 2020 through June 30, 2022, State employees are subject to a 9.23% salary reduction in exchange for 16 hours of the Personal Leave Program 2020 (PLP 2020) per month.

BENEFITS: For a list of benefits, review the California State Civil Service Employee Benefits Summary: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

CONTACT: For more information about the position: Jessica Chan, Chief of Fiscal & Business Services, at (415) 904-5244 or Jessica.Chan@coastal.ca.gov.

For more 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. You can also find more information on www.jobs.ca.gov.

Please note that public counter hours for all Commission offices are currently suspended in light of the coronavirus. However, in order to provide the public with continuity of service while protecting both you and our employees, the Commission remains open for business, and you can contact staff by phone, email, and regular mail (see staff contact information at www.coastal.ca.gov). In addition, more information on the Commission's response to COVID-19 can be found on our website at www.coastal.ca.gov. Thank you for your patience and understanding as we all work through this public health crisis.

FILING: This position will filled as soon as possible. **Applications will be accepted if received by April 1, 2021.** No relocation expenses will be reimbursed. Submit a statement of qualifications of no more than two (2) pages, a current resume, a

minimum of three (3) professional references, and a CA State Application (std 678) (available at www.jobs.ca.gov) to:

Human Resources Office
California Coastal Commission
455 Market Street, Suite 200, Room 228
San Francisco, CA 94105–2436
(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

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

For more information about the California Coastal Commission and what we do and to obtain a CA State Application (std 678), visit our website at: www.coastal.ca.gov. If you have questions you may e-mail us at HumanResources@coastal.ca.gov or call the above numbers.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and 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.

Assistance for the Hearing Impaired can be accessed by dialing 711