



JOB ANNOUNCEMENT

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST OR STAFF SERVICES ANALYST (GENERAL) FISCAL AND BUSINESS SERVICES SAN FRANCISCO

**FULL-TIME, 12-MONTH LIMITED-TERM POSITION
(WITH THE POSSIBILITY OF EXTENSION TO 24 MONTHS OR BECOMING PERMANENT)**

The California Coastal Commission is seeking a talented addition to its Fiscal and 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 and Business Services, the Associate Governmental Program Analyst or Staff Services Analyst (General) serves as a member of the administrative support team and is responsible for initiating, reviewing, analyzing, developing and implementing work regarding grants, contracts, asset and fleet management, purchase orders, and special projects.

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

DUTIES may include but will not be limited to:

GRANTS

- Create and manage Commission grant files including ensuring all charges are appropriate and coded to the proper programs, accounts, reporting structure and fund sources.
- Analyze large data sets pertaining to grants and performs complex technical research using a variety of methods and tools.
- Ensure grants are in compliance with the Commission's procurement policies, procedures, manuals; and all statutory, regulatory, and policy resources including:
 - State Administrative Manual (SAM)
 - State Contracting Manual (SCM)

- DGS Management Memos and Bulletins
- Office of the State Chief Information Officer policies and instructions
- Department of Finance Budget Letters and Budget Act Control Sections
- Executive Orders
- Natural Resources Agency policy directives
- Develop and update policies and procedures related to supply inventory

ASSET MANAGEMENT

- Monitor and manage the supply inventory including evaluating and recommending improved methods for record-keeping and storage
- Conducts equipment inventories and reconciles to the general ledger on a semi-annual or annual basis
- Ensures the proper disposal of surveyed equipment based on DGS policies and procedures

FLEET

- Monitor and manage the Commission's fleet inventory
- Maintain and prepare fleet records and reports for DGS Office of Fleet Management
- Ensure proper disposal of surveyed vehicles based on DGS policies and procedures

CONTRACTS/PURCHASE ORDERS

- Create and prepare contracts and purchase orders
- Manage procurement files including ensuring all charges are appropriate and coded to the proper programs, accounts, reporting structure and fund sources
- Ensure that contracts and purchase orders are in compliance with the Commission's procurement policies, procedures, manuals; and all statutory, regulatory, and policy resources

DESIRABLE QUALIFICATIONS: Proficiency with FI\$CAL, ability to use data analytics to assess processes, determine requirements and deliver data-driven recommendations and reports; use sophisticated method, metrics and tools to achieve business goals; and implement advanced strategies for gathering, reviewing and analyzing data requirements. Excellent communication skills and work habits are essential. Must be able to work independently and provide support to team members and customers.

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 examination or Staff Services Analyst (General).** 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 or Job Title section of the CA State Application (std 678).

SALARY:	Associate Governmental Program Analyst	\$5,149 - \$6,446 per month
	Staff Services Analyst (General)	\$3,298 - \$5,360 per 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, go to <https://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

CONTACT: For more information about the position: Pamela Wu, Chief of Fiscal & Business Services, at (415) 904-5207 or Pamela.Wu@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: The position will be open until filled. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be reimbursed. Submit a statement of qualifications, a current resume, a minimum of three 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 228
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), Fiscal and Business Services” 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