



JOB ANNOUNCEMENT

BUSINESS SERVICES OFFICER I (SPECIALIST) OR BUSINESS SERVICES ASSISTANT (SPECIALIST) 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 Staff Services Manager II (Supervisory) of Fiscal & Business Services, the Fiscal & Business Services Officer/Analyst serves as a member of the administrative support team and performs a variety of technical and analytical business services activities and is responsible for providing accurate, quality, cost-conscious, and timely assistance and support to the Commission staff.

DUTIES will include but may not be limited to:

- Draft, execute, and track contracts and purchase orders and communicate status to requestors
- Perform intake of requisitions and assign to appropriate analyst
- Ensure requested items are appropriate and in compliance with DGS purchasing requirements
- Ensure all charges are appropriate and coded to the proper programs, account codes, and funding sources
- Provide fiscal recommendations to management regarding procurement

- Conduct research to ensure compliance with the Commission's procurement policies and procedures and all statutory, regulatory, and policy resources including but not limited to:
 - State Administrative Manual (SAM)
 - State Contracting Manuals (SCM)
 - DGS Management Memos and Bulletins
 - Executive Orders
 - Natural Resources Agency policy directives
- Create solicitation events, contracts, purchase orders, and invoice receipts in FI\$Cal
- Resolve issues with invoicing, product quality, and/or delivery
- Monitor mileage and track maintenance of Commission vehicles and arrange for maintenance or repair of San Francisco Headquarters Office vehicles
- Assist the facilities analyst with coordination of office remodels or moves and receiving large furniture orders
- Assist other Fiscal & Business Services analysts with tasks such as inventory, property disposal, data collection for reporting, and records management
- Cross-train in other Fiscal & Business Services areas as assigned

Occasional 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
- Experience with or the ability to learn FI\$CAL, the state's financial reporting system
- Familiarity with or the ability to learn new online platforms and programs (i.e., SharePoint, Zoom, TeamViewer)
- Knowledge of or familiarity with the state's procurement policies and procedures
- Ability to handle multiple changing priorities in a fast-paced environment
- Ability to exercise initiative and independence
- Demonstrated ability to research, analyze, and solve problems and draw logical conclusions
- Ability to provide a high level of customer service
- Ability to work effectively as a team player and work collaboratively across teams
- Exhibits professional demeanor
- Ability to establish and maintain cooperative working relationships
- Strong organizational skills
- Excellent interpersonal skills
- Excellent mathematical knowledge and skills
- Excellent verbal and written communication skills

SPECIAL REQUIREMENT: Interested individuals must submit a Statement of Qualifications (SOQ) in addition to the standard state application (std 678). Your SOQ will be considered the first interview for this position. If your qualifications are competitive, you will be invited to a formal interview. When completing the SOQ, please include all relevant experience, education, and training, as applicable. Describe how your education, experience, and background have prepared you to perform the job duties for the position. Your SOQ should not exceed two pages, single-spaced, 12-point font.

ELIGIBILITY: Individuals on the Business Service Officer I (Specialist), Business Service Assistant (Specialist), or Staff Services Analyst (General) eligible lists may apply. See examination listings at www.jobs.ca.gov for minimum qualifications and to take the **Business Service Officer I (Specialist), Business Service Assistant (Specialist), Staff Services Analyst (General) examination**. Current State employees or former State employees with transfer or reinstatement rights to the level of the Business Service Officer I (Specialist), Business Service Assistant (Specialist), or Staff Services Analyst (General) classifications may also apply. **(Please note that in order to be eligible to transfer or reinstatement, applicants must meet the minimum qualifications of the Business Service Officer I (Specialist), Business Service Assistant (Specialist), or Staff Services Analyst (General) classifications.** 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 (std678).

EXAMINATIONS:

- Business Service Officer I (Specialist)
<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=3PB1701>
- Business Service Assistant (Specialist)
<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=0PBEZ>
- Staff Services Analyst (General)
<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=7PB34>

SALARY:	Business Service Assistant (Specialist)	Range A: \$3,054 - \$3,825/month Range B: \$3,448 - \$4,320/month Range C: \$3,733 - \$4,672/month
	Business Service Officer I (Specialist)	\$4,476 - \$5,604/month
	Staff Services Analyst (General)	Range A: \$3,448 - \$4,320/month Range B: \$3,733 - \$4,672/month Range C: \$4,476 - \$5,604/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, Fiscal & Business Services Manager, 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 at 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 so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. Submit a statement of qualifications (SOQ) that describes how your qualifications align with the desirable qualifications of this position (2 pages or less), a current resume, a minimum of three (3) professional references, and a CA State Application (std678) (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 “Business Service Officer I (Specialist)” or “Business Service Assistant (Specialist)” or “Staff Services Analyst (General)” in the Examination/Job Title section on the CA State Application (std678).

For more information about the California Coastal Commission and what we do and to obtain a CA State Application (std678), 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