



JOB ANNOUNCEMENT

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 (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 and Business Services, the Staff Services Analyst (General) serves as a member of the administrative support team and initiates, reviews, analyzes, develops and implements a variety of work tasks regarding grants, contracts, purchase orders, facilities, and asset and fleet management.

DUTIES include but may not be limited to:

CONTRACTS, GRANTS, & PURCHASE ORDERS

- Draft, execute, and track contracts, grants, and purchase orders
- Ensure all charges are appropriate and coded to the proper programs, account codes, and funding sources
- Analyze potential risks that proposed terms may pose to the Commission
- Process invoices for payment
- Create solicitation events, contracts, purchase orders, and invoice receipts in FI\$Cal
- Provide fiscal recommendations to management regarding procurement
- Ensure procurement documents comply 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 Manual (SCM)
- DGS Management Memos and Bulletins
- Executive Orders
- Natural Resources Agency policy directives
- Assist other procurement staff as needed

ASSET & FLEET MANAGEMENT AND FACILITIES

- Ensure the proper disposal of surveyed equipment based on DGS policies and procedures
- Participate in the inventory process of office equipment in all offices
- Assist with coordinating maintenance of the San Francisco pool cars
- Assist the facilities analyst with coordination of office remodels or moves, reviewing lease documents, and other tasks as assigned

GENERAL

- Cross train in other Fiscal & Business Services areas to function as back-up

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

DESIRABLE QUALIFICATIONS:

- Proficiency in Microsoft Office applications including Excel and Word
- Experience with or the ability to learn FISCAL, 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 the state's procurement policies and procedures
- Ability to handle multiple changing priorities in a fast-paced environment
- Ability to exercise a high degree of initiative and independence
- Demonstrated ability to research, analyze, and solve complex 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 (std678). 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 Staff Services Analyst (General) eligible list may apply. Current State employees or former State employees with transfer or reinstatement rights to the level of the 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 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 (std678).

EXAM BULLETIN:

<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=7PB34>

SALARY: Staff Services Analyst (General) Range A: \$3,448.00 - \$4,320.00/month
Range B: \$3,733.00 - \$4,672.00/month
Range C: \$4,476.00 - \$5,604.00/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: Jessica Chan, Chief of Fiscal & Business Services, at (415) 904-5207 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 the COVID-19 virus 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 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 94105-2219
(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

Please indicate “Staff Services Analyst (General), Business Services” 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