



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Staff Services Analyst

TENURE: Permanent

TIME BASE: Full Time

SALARY: SSA - Range A \$3,063 - \$3,838
B \$3,317 - \$4,152
C \$3,977 - \$4,980

LOCATION: Contracts, Grants and Loans Office, Financial Services Branch
Sacramento, CA

FINAL FILING DATE: November 16, 2017

DUTIES/RESPONSIBILITIES: Under the direct supervision of the Staff Services Manager I, Contracts, Grants and Loans Office, the Staff Services Analyst performs the less responsible varied, analytical and semi-complex consultative services in the planning, development, accounting, evaluation, award, fiscal compliance and reporting of contracts, grants and loans programs.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Ability to communicate effectively both orally and in writing
- Ability to work independently and as a part of a team
- Ability to interpret legislation and regulations
- Ability to work well under pressure and meet deadlines
- Good organizational skills
- Working knowledge of Microsoft Word, Excel, and Access
- Good interpersonal skills and the ability to communicate effectively and deal tactfully with people

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #202-157 and Position #535-202-5157-827 in the "Explanation Section" of the STD 678.** A separate application is required for each position. Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #202-157
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

