Job Opportunity

State Controller's Office

Position:	Staff Services Analyst	Statewide

Location:	Personnel/Payroll Services Division 300 Capitol Mall, 10th Floor, Sacramento, CA 95814

Issue Date: April 18, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Nicole Carr, (916) 322-8106

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-5157-002

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general supervision of the Staff Services Manager, Administrative Services Unit, the incumbent is responsible for providing personnel management, fiscal and administrative services support for the various organizational areas of the Personnel/Payroll Services Division.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties include but are not limited to the following:

- Assists supervisors and managers with personnel transactions, which may include the review and processing of personnel actions, the development, evaluation, or recommendation of content revisions for draft personnel documents.
- Works directly with program staff to develop job bulletins and duty statements for submission to the Human Resources Office and the Equal Employment Opportunity Office.
- Assists with providing informal and formal training of departmental staff on various personnel subjects which may be related to classification and pay, flexible benefits, salary continuance and compensation, health, work and family, benefits and general personnel management policies and procedures.
- Conducts research to develop appropriate resolutions, make appropriate recommendations and guides management on implementation of such resolutions/recommendations to respond to technical personnel questions as needed.

The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.

- Assists in the development, monitoring and/or preparation of: revenue receivables, forecasts and expenditures, budget schedules and reports, budget change proposals and other budget control or billing related activities associated with budgetary processes.

- May assist in the review and research of data or other related information necessary to respond to management and control agency requests, reconcile appropriations by source of funding; and provide instruction and assistance to division staff and management on related processes.

- Coordinates internal and external training development plans through the consultation of internal training staff and external instructors and consultants as required.

- Serves as Division Training Coordinator and conducts internal training needs assessments as necessary.

- Assists with providing consultation to division managers and supervisors regarding internal training needs and/or staff development.

- Provides ongoing review of training processes and procedures to continually improve effectiveness, efficiency, and customer acceptance.

Desired Qualifications:

- Working knowledge of State civil service laws, rules, policies, and procedures;
- Strong analytical and communication skills;
- Ability to maintain confidentiality;
- Good attendance and work habits;
- Ability to work well in a team environment;
- Working knowledge of various computer programs;
- Maintain the confidence and cooperation of others; and
- Must be a responsible, self-starter with the ability to perform multiple tasks in a small team setting.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878

Attn: Nicole Carr