

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

**Permanent Full-Time Position
Salary: \$4,400-\$5,348**

The mission of the CALFED Bay-Delta Program is to develop and implement a long-term comprehensive plan that will restore ecological health and improve water management for beneficial uses of the Bay-Delta System.

THE POSITION...

Under the general supervision of the Staff Services Manager II, the Associate Governmental Program Analyst performs a variety of human resources functions for CALFED Program staff and management, and in conjunction with the four state departments serving our employees: CAL FIRE, Resources Agency, Fish & Game, and Water Resources.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Performs the preliminary Classification and Pay reviews and analyses of personnel transactions, drafts correspondence to the various CALFED HR Offices, and the Department of Personnel Administration and State Personnel Board related to personnel actions.
- Responsible for other HR functions, such as: Health and Safety, Exam coordination, Statements of Economic Interest, Ergonomic reviews, and the Bilingual/Language Survey. Interprets various policies and procedures, provides consultative advice, and makes recommendations to program managers and supervisors.
- Ensures accurate and timely payroll/benefit reporting. Assists staff with various payroll and leave issues and provides employees with payroll and benefits information and changes.
- Develops and maintains position/employee control system to track and reconcile employees to their positions. Prepares reports used as a tracking and decision-making tool for management. Maintains program's organizational chart.
- Reviews applications and potential candidates for appointment eligibility. Participates on the hiring panel, checks references and personnel files, and makes recommendations. Prepares and reviews Job Opportunity advertisements, and posts on the program's internet and the State Personnel Board VPOS internet sites. Provides assistance with the maintenance of employment information on program's intranet/internet sites.

DESIRABLE QUALIFICATIONS INCLUDE BUT ARE NOT LIMITED TO:

- Knowledge of and experience with State civil service and administrative laws, rules, policies, and procedures
- Strong customer service skills
- Ability to maintain the confidentiality of sensitive personnel related work
- Detail oriented
- Strong work ethic and dependability
- Ability to effectively handle multiple tasks and changing priorities
- Ability to exercise a high degree of professionalism and initiative
- Proficiency with Microsoft Office products, particularly Excel, Word and Internet Explorer

WHO MAY APPLY...

Applicants currently in the AGPA class or who have eligibility for appointment or transfer to this class. Priority will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

HOW TO APPLY...

Submit a State application (Form STD. 678) and resume to:

CALFED Bay-Delta Program - Human Resources

650 Capitol Mall, 5th Floor

Sacramento, CA 95814

Contact: Lynn Darby (916) 445-5565 or lynn.darby@calwater.ca.gov