



California Governor's Office of Emergency Services

JOB ANNOUNCEMENT POSTING

JC-55315 - STAFF SERVICES ANALYST (GENERAL)

Final Filing Date: 3/13/2017

Equal Opportunity Employer

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.

Position Details

Job Control Details

Job Control #: JC-55315

Position #(s): 163-291-5157-003

STAFF SERVICES ANALYST (GENERAL)

Classification: \$2,945.00 - \$3,690.00 A
\$3,189.00 - \$3,992.00 B
\$3,824.00 - \$4,788.00 C

of Positions: 1

Work Location: San Luis Obispo County

Job Type: Permanent, Full Time

Department Information

In the event of an emergency:

Governor's Office of Emergency Services (Cal OES) is an emergency response, homeland security, and disaster recovery agency and as a result, is a dynamic and exciting place to work in a team-oriented environment. Cal OES provides training to enhance the understanding of emergency and incident management to all employees. As an employee, you may be contacted and requested to report to work in the event of an emergency. This contact may be outside of your normal working hours (evenings/nights, weekends, and holidays). This service may require irregular work hours, work locations other than the official duty location, and may include duties other than those specified in your official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and you may be required to relocate to emergency sites.

Department Website: <http://www.caloes.ca.gov>

Job Description and Duties

The California Specialized Training Institute (CSTI) supports statewide training, exercises, and education in emergency management, public safety, homeland security, hazardous materials, disaster recovery, and crisis communications for local, state, and tribal governments, emergency management personnel, and private-sector customers.

Please see attached Duty Statement.

Working Conditions

Please see attached Duty Statement.

Special Requirements

How to apply:

To have your application considered for this job opportunity, please indicate the **JC #55315, RPA # 16-CAD0008** and **Position # 291-5157-003** in the "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING" section on the State Application, STD. 678. Please identify how you are eligible (list, transfer, reinstatement, etc.). You **must** list your most current employment history first in the "EMPLOYMENT HISTORY" section on the State Application providing the "From" and "To" dates with the month, day and year, the "Hours Per Week" that you worked and the Total Worked (Years/Months), the Salary you earned per hour/week/month/year in the "Salary Earned" section. You **must** complete the "DUTIES PERFORMED" on the State Application (do not note "see attached resume" in this section). NOTE: Incomplete applications received will not be considered. Resumes are welcomed but do not take the place of the completed State Application STD 678. Please note, applications received via fax or e-mail will **NOT** be accepted. **If you would like confirmation of receipt please send certified mail.** Only the most

qualified candidates will be interviewed.

All hires may be subject to a criminal background check.

Application Instructions

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

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Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications.

Applications will be screened and only the most qualified applicants will be selected for an interview.

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

California Governor's Office of Emergency Services
Attn: LaRayne Dechaine
Human Resources Recruitment
3650 Schriever Avenue
Mather, CA 95655

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

LaRayne Dechaine
Human Resources Recruitment
3650 Schriever Avenue

Mather, CA 95655

Drop off at Security Desk
08:00 AM - 05:00 PM

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

KNOWLEDGE OF:

- Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis
- Governmental functions and organization

ABILITY TO:

- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems
- Develop and evaluate alternatives; analyze data and present ideas and information effectively
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas
- Gain and maintain the confidence and cooperation of those contacted during the course of work.

SPECIAL PERSONAL CHARACTERISTICS:

- Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles
- Demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests
- Willingness and ability to accept increasing responsibility
- Interact with and advise program professionals

Benefits

Located at a serene location near the beach on a secure military base that includes FREE PARKING.

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

- **Department Website:** <http://www.caloes.ca.gov>
- **Human Resources Contact:**
LaRayne Dechaine
(916) 845-8338
Recruitments@CalOES.ca.gov
- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Robin Frazier
(916) 845-8527
Robin.Frazier@CalOES.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

APPLICATION SCREENING

Applications will be screened and only the most qualified applicants will be selected for an interview. **All experience and education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.** Please review the Classification Specification for this position. If your Minimum Qualifications include education, you may be asked to provide transcripts or degree.

Please indicate the **JC #55315**, **RPA #16-CAD0008** and **Position #163-291-5157-003** in the “EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING” section on the State Application, STD. 678.

Please identify how you are eligible (list, transfer, reinstatement, etc.).

MINIMUM QUALIFICATIONS

Either Pattern I

Education: Graduation with a Bachelor's degree from a recognized four-year accredited college or university. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or Pattern II

Work experience in the California state service may be substituted for the required education in Pattern I on a year-for-year basis by applicants who have at least six semester or nine quarter units of college level training in public or business administration, accounting, economics, political or social science, English, speech, statistics, law, or a closely related area.

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

Special Personal Characteristics

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.