



# 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:** January 25, 2018

**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 be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #202-228 and Position #535-202-5157 - 829 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. Will consider a Training and Development (T&D) Assignment. 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 #202-228  
1516 9<sup>th</sup> 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

