



# Controller Betty T. Yee

## California State Controller's Office



**Position:** (5709)  
Associate Governmental  
Program Analyst and/or  
Staff Services Analyst (General)  
(2 Positions)

**Position #:**  
051-726-5393-xxx and/or  
051-726-5157-xxx

**Salary Range:**  
\$4,600 - \$5,758  
\$2,872 – \$4,788

**Issue Date:**  
May 12, 2016

**Contact:**  
Matt Schooling  
(916) 576-5067

**Location:**  
FI\$Cal Project Site  
2000 Evergreen St., Ste. 200  
Sacramento, CA 95815

**Final Filing Date:**  
May 25, 2016

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

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.

**Submit a Std.678 State Application and Resume to:**

STATE CONTROLLER'S OFFICE  
FISCAL DIVISION  
ATTN: MATT SCHOOLING  
2000 EVERGREEN, SUITE 200  
Sacramento, CA 95815

**Please write "051-726-5393-XXX" for AGPA and "051-726-5157-XXX" for the SSA, on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.**

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

*Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.*

The selected candidate for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055.*

**Scope of Position:**  
**These positions are contingent upon budget approval.**

Under the direction of the State Controller's Office (SCO), and the Change Management Office and Training Team Lead (Staff Services Manager III), the Staff Services Analyst (SSA) or Associate Governmental Program Analyst (AGPA) will develop and deliver Instructor-Led Training (ILT), Virtual ILT (VILT) and Web-Based Training (WBT) courses. The analyst has knowledge of training development and delivery practices and provides analysis of existing training materials to design new courses for delivery as required to provide SCO and statewide staff with the skills necessary to maximize their successful use of the FI\$Cal system.

It is the incumbent's responsibility to understand training methods required to develop and deliver courses that meet the expectations of all stakeholders. The focus of this training is the SCO Control functions so the analyst will work with Division of Accounting and Reporting (DAR) subject matter experts for training materials. The analyst is responsible for activities related to the development and delivery of material and courses for ILT, WBT, and VILT including initial course delivery and delivery for on-going training. The incumbent will also communicate findings, issues, and status updates to SCO and FI\$Cal management as well as provide recommendations where additional training material is needed or existing training material requires updating. The incumbent will exercise an increasing level of initiative, independence of action and originality; demonstrate tact and exercise sound judgment that recognizes the best interests of the State and the FI\$Cal Project; communicate effectively; effectively use Microsoft Word, Excel, PowerPoint, Outlook, and Oracle User Productivity Kit; develop and maintain effective and cooperative working relationships; and easily adapt to changing priorities in the performance of their specific duties.

**Duties and Responsibilities:**  
(Candidates must perform the following functions with or without reasonable

*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. Rev. 11/15*



accommodations.)

- Independently or collaboratively with team members and FI\$Cal staff, design and build ILT, VILT, and WBT courses for the FI\$Cal system. Monitor trends for consideration in the development and implementation of process improvements and program changes to address gaps in workforce training and development. Develop training programs to address a variety of program areas. Plan activities to address diverse control function and departmental training needs and identify resource requirements. Work with internal and external business and technical teams to identify and define training needs. Develop content and documentation to be used for ILT and WBT, on-the-job training, and online reference. Write lesson plans and determine the appropriate method, length, environment, and media for sources.
- The analyst is responsible for training delivery and communication activities including course delivery for end user training for SCO control functions as well as on-going training for both SCO control users and statewide staff. The incumbent is also required to deliver training to both large and small groups, travel between locations to meet with various SCO and other stakeholder groups as required, develop presentation and stakeholder materials and make comprehensive presentations to small and large groups.
- The incumbent will also maintain existing training materials by incorporating new or updated job aids into existing materials as well as other sources. The incumbent will effectively use Microsoft Office including Excel, Word, PowerPoint and Outlook as well as Oracle User Productivity Kit. Additionally, the analyst will train staff in applying standards and best practices to documentation and communication methods.
- The incumbent will represent the SCO on various task forces comprised of departmental, control agency, program administrators, and business partner representatives. Perform a variety of administrative tasks in support of the project (e.g. forecasts, cost estimates and other related reports for the project). Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

**Desirable Qualifications:**

- Strong leadership skills
- Excellent attendance and dependability
- Ability to motivate others
- Sound organizational skills and a commitment to provide quality customer service
- Flexibility in response to changing priorities and workload
- Tact and good judgment
- Ability to communicate effectively
- Positive attitude