



Department of General Services

JOB ANNOUNCEMENT POSTING

JC-11811 - ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Final Filing Date:4/7/2016

Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

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 #:	JC-11811
Position #(s):	306-600-5393-010
Classification:	ASSOCIATE GOVERNMENTAL PROGRAM ANALYST \$4,600.00 - \$5,758.00
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Permanent, Full Time
Work Shift:	8:00 a.m. - 5:00 p.m.
Work Week:	Monday - Friday

Department Information

DGS' Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "deliver results by providing timely, cost-effective services and products that support our customers, while protecting the interests of the State of California". DGS employees are to adhere to the Core Values and Employee Expectations,

and to perform their duties in a way that exhibits and promotes those values and expectations.

Job Description and Duties

[Click here to open Duty Statement](#)

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Special Requirements

BACKGROUND EVALUATION

If you are selected, the position requires incumbents pass a Background Investigation prior to being hired. The Background Investigation may include Criminal Background Fingerprinting, and a review of any governmental records

Application Instructions

Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

Final Filing Date: 4/7/2016

Who May Apply

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. 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. Applicants must meet any Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (Applications and any applicable or required documents) must be submitted electronically through your CalCareer account at www.jobs.ca.gov.

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. 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.

Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

- **Hiring Unit Contact:**

Yvonne Newton

(916) 376-5025

Yvonne.Newton@dgs.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:**

Michelle Armitage

(916) 376-5122

Michelle.Armitage@dgs.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.

Mailing and Reporting Location

Mailing Address:

Department of General Services

Fiscal

Attn: Yvonne Newton

707 3rd Street

West Sacramento, CA 95605

Mailed applications must be postmarked by the Final Filing Date in order to be considered.

Please specify RPA # 11267-Fiscal and JC-11811 on your state application.

Reporting Location:

FI\$Cal

2000 Evergreen Street

Sacramento, CA 95815