



Controller Betty T. Yee

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-8579.

Position:

(282) Associate Governmental Program Analyst / Staff Services Analyst (Gen)

Position #:

051-724-5393-010 / 051-724-5157-XXX

Salary Range:

\$5149.00 - \$6446.00 / \$3298.00 - \$5360.00

Issue Date:

10/7/2020

Contact:

Phillina Lyles (916) 324-7205

Location:

Executive Office EEO/Disability Office
300 Capitol Mall, Suite 275
Sacramento, CA 95814

Final Filing**Date:**

10/20/2020

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply.

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 application package electronically via your CalCareers account or to address below:

State Controller's Office
Human Resources Office
ATTN: Classification Unit - CN
300 Capitol Mall, Ste. 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application package must include Position #051-724-5393-010 in the job title section. Application received 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.

The following link outlines a summary of benefits available to state employees:

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

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 considered 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.

Please include a Cover Letter and Resume.

Scope of Position:

Responsibilities will reflect the level appointed.

Under the general direction of the Equal Employment Opportunity/Disability Manager (EEO Manager), the incumbent will assist the manager in a variety of duties, in a highly confidential environment; and provide communication access for Disabled, Deaf and Hard of Hearing, LEAP, SCO employees and members of the public.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- 1 Coordinates American Sign Language (ASL) interpreting services for Deaf and Hard of Hearing employees and members of the public, and employees of other state agencies who participate in SCO-sponsored training.
- 1 Coordinate and monitor all Reasonable Accommodations, and prepare procurement requests forms for SCO.
- 1 Serve as the Limited Examination Appointment Program (LEAP) coordinator providing information regarding the LEAP hiring process; monitors LEAP appointments; coordinates the processing of LEAP documentation for approval. Guide managers and supervisors through the LEAP process.
- 1 Assist all staff in preparing annual workforce analysis report, language survey, language directory, and the site access survey.
- 1 Assist Manager with EEO/Disability Office case preparations and investigations, related to the EEO and ADA.
- 1 Research legislation affecting the SCO and its employees and provide written summaries and analysis of legislation.
- 1 Represent SCO's EEO/Disability Office at statewide committee meetings (SDAC); travel to various SCO locations for interpreting services on a daily basis.

Desirable Qualifications:

- 1 Punctual, dependable, and excellent attendance.
- 1 Strong public speaking skills.
- 1 Strong skills in MS Office Suite (Excel, Word, PowerPoint, Outlook) and Adobe Acrobat Professional.
- 1 Ability to correct grammatical errors, formatting, and editing skills and attention to detail with a high degree of accuracy.
- 1 Ability to interact with the public with friendliness, tact, diplomacy, and patience.
- 1 Ability to communicate effectively, tactfully, and courteously with executive level staff.
- 1 Strong organizational skills.
- 1 Ability to deal with multiple tasks, changing priorities, and coordinate concurrent assignments efficiently and independently.
- 1 Ability to function rationally, coolly, and deliberately under pressure situations.
- 1 Self-motivated, flexible, with a positive attitude.
- 1 Ability to work independently or in a team environment.

- 1 Ability to establish and maintain cooperative working relationships with all levels of staff.
- 1 Knowledge of the Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), state and federal regulations related to access for persons with disabilities.
- 1 Knowledge of Limited Examination Appointment Program (LEAP).

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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 02/2020