



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:

(294) Staff Services Analyst

Position #:

051-220-5157-999

Salary Range:

\$3,298 - \$5,360

Issue Date:

10/15/2020

Contact:

Jesse Rios 916-322-3682

Location:

Personnel/Payroll Services
Division
300 Capitol Mall
Sacramento, CA 95814

Final Filing**Date:**

10/28/2020

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 - AP
300 Capitol Mall, Ste. 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application package must include either ARF #61 or Position #051-220-5157-999 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.

Additional Requirements: Supplemental Questionnaire:

Please respond to the following prompts, in no more than one page, using 12-point Times New Roman font, with margins no smaller than one inch. Applications submitted without the supplemental questionnaire may be excluded. A resume or cover letter does not substitute for a supplemental questionnaire.

- 1 Please tell us how your experience, training, and education have prepared you and make you the best candidate for this position.
- 1 Please explain your career goals and how this job would help you attain them.

NOTE: If you are using education experience to meet the minimum qualifications of this classification, please attach a copy of your unofficial transcripts or degree.

Scope of Position:

Under the supervision of the Staff Services Manager I, and taking direction from a lead analyst, the incumbent is responsible for performing a variety of projects and analytical support activities associated with the statewide Affordable Care Act, Payroll, and Employment History Systems. Assignments include projects generally falling into the areas of reporting, data analysis, and process documentation and improvement.

Duties and Responsibilities:

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

- 1 Serve as a liaison between the State Controller's Office (SCO), Affordable Care Act (ACA) Unit, and other state departments and entities for the purposes of positions classified as "Common Law" or District Agricultural Association (DAA) employees as they relate to the ACA. This work will include timely collection, analysis, validation, and proper submission of required data. Remain in consistent and frequent contact with assigned departments and state entities via email and/or phone in order to promote a good working relationship between the SCO and other state departments and entities. Provide information on ACA processes pertaining to Common Law and DAA employees to other state departments and entities. Track progress and status at each step of the process and report to management.
- 1 Assist with the process of annual reporting to the Internal Revenue Services based on the federal regulations of the ACA. This task includes, but is not limited to reviewing and validating large amounts of data and participating in workgroup sessions.
- 1 Initiate or recommend changes that promote innovative solutions to meet Affordable Care Act (ACAS) customer needs. Actively participate in workgroups in order to resolve issues, re-engineer processes, and develop training, as requested by management. Create and/or update current procedures, job aids, and manuals as required by management.

Desirable Qualifications:

- 1 Ability to uphold and encourage PPSD's values: collaboration, professionalism, accountability, customer service, and trust.
- 1 Strong customer service skills.
- 1 Demonstrated ability to perform efficiently and effectively under deadlines and pressure.
- 1 Demonstrated ability to multi-task with changing priorities.
- 1 Ability to establish and maintain the confidence and cooperation of others contacted during the course of work.

- 1 Ambition for thorough job knowledge and the ability to convey knowledge to other parties as necessary.
- 1 Ability to document processes and procedures in a comprehensive and clear manner.
- 1 Attention to detail and good organizational skills.
- 1 Working knowledge of MS Office Suite including Excel, Access, and Word.
- 1 Demonstrated pattern of punctuality and dependability.

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