

# CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

## Career Opportunity

September 29, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

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## ASSOCIATE GOVERNMENTAL PROGRAM ANALYST Emergency Drought Relief (EDRiP) Analyst FULL TIME / LIMITED TERM (9 MONTHS)

### SALARY

\$4,600 - \$5,758

### QUESTIONS ABOUT THE JOB

DANA BRAZELTON

916-341-3208

OR VISIT OUR WEBSITE

[WWW.CCC.CA.GOV](http://WWW.CCC.CA.GOV)

### FINAL FILING DATE

OCTOBER 9, 2015

### POSITION LOCATION

SACRAMENTO

### SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24<sup>TH</sup> STREET

SACRAMENTO, CA 95816

RPA # 16-1072

If interested in this position, please submit a cover letter and resume in addition to a State Application.

**Duties:** Under the direction of the Special Projects Support Unit Manager, the Analyst is responsible for implementation and administration of the Emergency Drought Relief Program (EDRiP) and other CCC-administered special programs. This position requires out-of-town, overnight travel (six to twelve trips per year) for project site visits, CCC center and/or remote spike camp support. The position also includes performance of the following duties:

Develops recommendations regarding the CCC's EDRiP program development, implementation, and administration processes; develops program guidelines and processes to be used in the distribution of emergency funds, in compliance with enabling statutes and state laws; develops program administration desk reference manual; publishes and distributes program guidelines, application procedures and information packets to all affected and interested parties.

Coordinates and facilitates application processes, including conducting outreach, developing materials, and responding to inquiries; develops proposal evaluation standards, ranking criteria, and forms; coordinates the evaluation of proposals, ensuring proposals are thoroughly analyzed for technical

accuracy, adequacy of project justification, and compliance with program criteria; puts together funding recommendations for Executive Management; establishes tracking system to monitor progress of accomplishments and expenditures, coordinates with Accounting, CCC centers and local conservation corps programs.

Conducts evaluation of the EDRiP program through site visits, analysis of information collected from programs, and other data analysis to ensure compliance with program guidelines and EDRiP requirements; compiles information from all projects and produces program accomplishment reports; prepares periodic management briefings; responds to control agency budget drills; conducts ongoing monitoring of projects and programs.

Provides technical assistance and training to CCC centers and/or remote spike camp operations; responds to inquiries from project stakeholders, the public, and control agencies regarding EDRiP, including questions on program guidelines, award process, projects, and participants.

Collaborates with public agencies, private companies, and CCC centers to develop projects in response to the drought. Communicates regularly with Centers regarding project start/end dates, project documentation, compliance issues, and corrections needed. Assists unit manager with special projects as assigned.

**Who May Apply:** Applicants currently at the Associate Governmental Program Analyst (AGPA) level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) assignments may be considered.

Please indicate RPA #16-1072 in the job title section of your State application.