

# CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

## Career Opportunity

*December 22, 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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## **STAFF SERVICES ANALYST (GENERAL) FULL TIME / PERMANENT**

### SALARY

**\$2,945 - \$4,788**

### FINAL FILING DATE

**JANUARY 7, 2016**

### POSITION LOCATION

**SACRAMENTO**

**RPA #16-1150**

### QUESTIONS ABOUT THE JOB

**LUNAR MARTIN**

**(916) 341-3220**

**OR VISIT OUR WEBSITE**

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

### SEND APPLICATION TO

**CALIFORNIA CONSERVATION CORPS**

**1719 24<sup>TH</sup> STREET**

**SACRAMENTO, CA 95816**

**ATTN: LUNAR MARTIN**

**Duties:** Under the direct supervision of the Personnel Analysis & Exams supervisor independently performs technical personnel-related work associated with position control, statewide data collection support, DMV Pull Notice Program, and Conflict of Interest program administration. Works with the field to solve any position allocation issues as they arise.

Responsible for overseeing and maintaining the position control process, including, but not limited to: researching position history, working with Budgets to research and resolve position control issues, processing 607s for submission to the State Controller's Office (SCO), compiling and issuing monthly

*The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.*

positions spreadsheet, researching and working with the SCO to resolve position control discrepancies, update position control spreadsheet and history files, and notifying supervisors/managers of possible lost positions. Utilizes Microsoft Visio, or other similar software, to create, update and distribute the CCC departmental organizational charts on a per hire basis. Works with supervisors/managers to ensure that the org charts are correct and accurate. Provides, upon request, the Personnel Analysis Unit and the field with current and proposed org charts so they can include them in their hiring packages. Analyzes position information and utilizes Microsoft Excel to provide position data to managers/supervisors. Uses technical ability to transfer, import or manipulate data in order to provide clear and readable reports for managers/supervisors.

Serves as technical support to Transactions Unit and field staff regarding the use of the statewide data collection system (CADCARS). Develops evaluation tools for Transaction staff to monitor center data input and integrity. Assists field staff in developing new and customized data reports to enable them to accurately measure performance. Assists other units in utilizing the Personnel section of CADCARS for management reports and evaluation purposes. Develops and revises the CADCARS training guidelines for new clerks and Transactions staff. Trains new clerks and Transactions staff in the use of CADCARS. Coordinates the DMV Pull Notice Program. Maintains a log of employees on the DMV Pull Notice Program; audit employees' DMV Pull Notices for compliance; contact/notify employees and supervisors of expired Commercial Driver's License and Medical Certificates. Requests updated DMV Pull Notices from the DMV and forward to Centers for audit and tracking purposes, tracks all DMV pull notices. Administers the Conflict of Interest Program. Responsible for monitoring the Annual, Assuming, and Leaving Statements. Maintains a log of all designated employees listed in the Conflict of Interest code. Follows up by correspondence on non-filers; determine if statements have been filed within established time limits; contacts/notifies all employees who fail to file by deadline. Audit Statement of Economic Interests (form 700) forms for completeness.

Provides support and backup to the Exams Unit analyst as needed. Helps with proctoring exams, editing and writing Job Analyses, collecting knowledge, skills and abilities, and verifying applicant minimum qualifications. Other duties as directed, including, but not limited to, providing technical assistance, training and support to Transactions Unit staff.

**Who May Apply:** Applicants currently at the Staff Services Analyst (General) level, or those who have eligibility for transfer or appointment to this classification. Training and Development (T&D) Assignments may be considered.

Please indicate RPA 16-1150 in the job title section of your State application.