

EMPLOYMENT OPPORTUNITY

RPA #	GOE-001
ANALYST'S INITIALS	KV
DATE	9/10/07

YOU MUST BE AN EMPLOYEE OF THE DEPARTMENT OF GENERAL SERVICES AND CURRENTLY HAVE PERMANENT FULL-TIME CIVIL SERVICE STATUS IN THE SAME CIVIL SERVICE CLASSIFICATION AS THE POSTED POSITION OR CURRENTLY HAVE A PERMANENT INTERMITTENT CIVIL SERVICE STATUS IN THE SAME CIVIL SERVICE CLASSIFICATION AS THE POSTED POSITION AND MEET THE ELIGIBILITY CRITERIA FOR A TIME BASE CHANGE UNDER STATE PERSONNEL BOARD RULE 277.

CLASS TITLE Staff Services Analyst	POSITION NUMBER 327-100-5157-002	TENURE PERMANENT	TIME BASE Full Time	CBID R01
OFFICE OF Little Hoover Commission	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY \$2,817 TO \$4,446
SEND APPLICATION TO: Nancy Lyons Deputy Executive Director Little Hoover Commission 925 L Street, Ste. 805 Sacramento, CA 95814	REPORTING LOCATION OF POSITION 925 L Street, Ste. 805, Sacramento			
	SHIFT AND WORKING HOURS DAYS: 8 a.m. – 5 p.m.			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 445-2125	PUBLIC PHONE NUMBER	POST & BID FILE BY:	
	SUPERVISED BY AND CLASS TITLE Nancy Lyons, Deputy Executive Director			FILE BY 09/24/07

Call (916) 445-2125 for a complete duty statement

DUTIES:

Under the supervision of the deputy executive director, the incumbent performs research and analyzes information for project managers and Commission studies using a wide range of resources, including the Internet, libraries, and the California Research Bureau; assists in compiling and analyzing statistics for Commission reports; drafts report findings to assist project managers with Commission studies; provides systems support for computer equipment to keep equipment operating efficiently and the Commission's Web Home Page updated; designs and formats Commission reports to prepare them for final printing and binding by a professional printer; drafts public notices and press releases; attends Commission meetings in Sacramento and occasionally out of town and takes notes on the discussions to provide information for project managers and Commission studies; and, assists with the compilation of the public hearing materials to provide Commissioners with their monthly binders. Incumbent may be asked to draft correspondence to Commissioners and/or other persons.

DESIRABLE QUALIFICATIONS:

Ability to use personal computer, including the Internet and WindowsXP Professional, Microsoft Word, Outlook, Excel and PowerPoint, Symantic AntiVirus, Web editing software programs, and Adobe PageMaker and PhotoShop software programs. Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment; participation in school or other activities, or by well-defined occupational or avocational interests; willingness and ability to accept increasing responsibility. **ADDITIONAL QUALIFICATIONS:** Ability to organize, set priorities, and work independently with a minimum of supervision. **INTERPERSONAL SKILLS:** Interact successfully in a team environment; ability to receive and follow direction; ability to maintain required job schedule; ability to focus attention on details and ability to follow work rules.

SELECTION CRITERIA:

Persons interested must be currently in this classification, have list eligibility to this classification or transfer eligibility to this classification. Applications will be screened and only the most qualified candidates will be interviewed.

TO APPLY:

Send standard state employment application (Form Std. 678) to the Little Hoover Commission, 925 L Street, Suite 805, Sacramento, CA 95814, Attention: Nancy Lyons. Please indicate on the application your eligibility status.

*The Little Hoover Commission is formally known as the Milton Marks Commission on California State Government Organization and Economy. Web site: <http://www.lhc.ca.gov>