

EMPLOYMENT OPPORTUNITY

1. RPA #	GOE-001
ANALYST'S INITIALS	LD
DATE	05/03/07

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Project Manager II	3. POSITION NUMBER 327-100-5431-004	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF Little Hoover Commission	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$5,639	
8. SEND APPLICATION TO: Nancy Lyons, Deputy Exec. Director Little Hoover Commission 925 L Street, Ste. 805 Sacramento, CA 95814	10. WORKING HOURS Monday thru Friday, DAYS - 8 a.m. - 5 p.m.		TO \$6,854	
	11. PUBLIC PHONE NUMBER (916) 445-2125			
	12. CALNET NUMBER (8) 485-2125		14. FILE BY 05/17/07	

15. **DUTIES:** Under the direction of the executive director, the incumbent exercises independent judgment to manage studies and projects undertaken by the Little Hoover Commission, by performing research and critically analyzing information to produce in-depth reports that reflect the Commission's findings and recommendations for improving state government program effectiveness, operational efficiency and resource utilization.

16. **DESIRABLE QUALIFICATIONS:** Ability to write clearly and concisely; ability to reason, organize, set priorities, and work independently with a minimum of supervision; ability to be flexible and work with diverse groups of people, including the commissioners, administration, legislators, legislative staff, academics, local government officials, and the general public; ability and willingness to accept increasing responsibility.

17. **SELECTION CRITERIA:** Current or former state employees must have transfer or reinstatement eligibility to this classification.

Either I

One year of experience performing the duties of a Project Manager I, Little Hoover Commission, Range B.

Or II

Broad and extensive (more than five years) responsible professional analytical writing experience, including published work in newspapers, magazines, trades or academic journals, or books. This experience must have included responsible participation in editorial work (Experience in the California state service applied toward this pattern must include one year performing the duties of Project Manager I, Little Hoover Commission, Range B.)

Or III

Equivalent to graduation from college, with major work in journalism, English, economics, political science, public administration or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

All applications will be reviewed and only the most qualified will be scheduled for interviews.