



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
Sacramento
Permanent — Full-time

The Bureau of Real Estate has one opening in its Business Services Section for an Associate Governmental Program Analyst. The office is located at 1651 Exposition Blvd. Sacramento 95815. This position is Permanent, Full-time.

Duties of the position include:

- Serve as Contract Analyst for Bureau of Real Estate (CalBRE). Develop and prepare a variety of contract requests for CalBRE; obtain the Department of Consumer Affairs' approval and formalization of; interagency agreements, standard agreements, Master Service Agreements (MSA), and California Multiple Award Schedules (CMAS).
- Develop and prepare 99BSO 3045, DCA Purchase Request, Request For Proposal (RFP), Invitation For Bid (IFB), Request for Quotation, Scope of Work, rate/payment schedules, project plans, justification statements, (i.e., NCB, ITPP), special clauses and attachments.
- Develop and maintain spreadsheets to track contracts, monitor contracts both for their terms and conditions, and for fiscal viability.
- Consult with program, DAC budget staff and Business Services Office, Contracts Unit staff, to ensure fiscal appropriations are available and processes approached are approved and allow for payment. Ensure all requests for services are processed in a timely manner.
- Serve as Procurement Analyst for BRE. Prepare bids and process procurements for all goods, including equipment and service requests, including both major and minor purchases.
- Review, analyze, and process orders ensuring BRE is in compliance with DCA Policy and Procedures, DGS PAM and applicable state rules and regulations.
- Write clear and concise justifications and specifications; analyze BRE usage and need; consult with requester / users; determine factors that may affect internal operations; review monetary limitations, electrical requirements, availability of maintenance.

Required qualifications:

- Excellent technical and analytical skills.
- Strong communications skills, both orally and in writing.
- Ability to function independently or as part of a team.
- Ability to work well under pressure and within mandated timeframes.

Desirable qualifications:

- Computer literate, preferably with experience in Microsoft Word and Excel.
- Familiar with contracts, budgeting, and accounting and facilities management.

Salary \$4400-5508

Who may apply: All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or Title you wish to review. In addition, please attach all necessary supporting documents (i.e. transcripts/diplomas and/or typing certificates) to your application. Eligible candidates who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. All methods of appointments, including Training and Development (T&D) Assignment will be considered. All interested applicants must submit a standard State Application Form STD 678 (rev. 6/2010) with original signature, and must clearly indicate the basis of their eligibility in the "Explanations" section of the STD 678. SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. Applications will be screened and only the most qualified applicants will be considered for an interview. A 60-day candidate pool will be established for subsequent vacancies. CalBRE is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Please indicate RPA #623-102 your application in order for it to be considered. Note: Title 11, section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

Submit Applications to:

Bureau of Real Estate - Human Resources
1651 Exposition Blvd.
Sacramento, CA 95815
(916) 263-7361

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)
Applications may be obtained from the CalHR website at <http://www.jobs.ca.gov>.

FINAL FILING DATE: March 21, 2014

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.