



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

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST /
STAFF SERVICES ANALYST**
Sacramento
Permanent — Full-time

California Bureau of Real Estate has one opening in its Human Resources Section at either the Associate Governmental Program Analyst or Staff Services Analyst level. The office is located at 1651 Exposition Blvd. Sacramento 95815. This position is Permanent, Full-time.

Duties of the position include:

- Provide consultation to management on the recruitment process and various hiring methods to assist them in meeting their specific needs; identify recruitment alternatives such as use of appropriate lists, program examination priorities and/or needs, or other hiring methods.
- Initiate and complete Request for Personnel Action (RPA) packages to fill, reclassify, redirect, or establish positions; complete form HR-01, Request for Personnel Action; assist program managers in drafting justification memorandums, creating or revising duty statements, and creating or revising organizational charts.
- Conduct classification analyses to determine appropriate allocation levels and classifications by reviewing and comparing classification specifications, allocation guidelines, historical data, and duty statements.
- Research any leave discrepancies and gather documentation to make necessary corrections or send amended attendance forms to OHR for processing; audit leave record(s) with OHR when necessary.
- Interpret and advise management and staff on a wide variety of personnel-related laws, rules, processes, procedures, collective bargaining contracts related to employee transactions, classification and pay, and labor relations issues.

Required qualifications:

- Excellent technical and analytical skills.
- Strong communications skills, both orally and in writing.
- Ability to work well under pressure and within mandated timeframes.
- Dependable, reliable and excellent attendance and excellent interpersonal skills.
- Knowledge of State's personnel's recruitment and selection process.
- Ability to follow specific oral and written instructions and procedures.
- Ability to shift priorities and be flexible.
- Occasional travel may be necessary.

Desirable qualifications:

- Computer literate, preferably with experience in Microsoft Word and Excel.
- Quick learner.
- Ability to do basic math.

Salary: Associate Governmental Program Analyst \$4488-5618 Staff Services Analyst \$2873-4671

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. 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 #623-130 on 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: November 6, 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.