California Student Aid Commission

Classification: Associate Governmental Program Analyst
Title: Fi$CAL Analyst
Salary: $4,600-$5,758
Posted: 1/12/17
Permanent, Full-Time

Not Your Average State Agency

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering $2.1 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

We are located in Rancho Cordova, in a great office complex near Zinfandel and Hwy. 50. There is plenty of parking and it is free!

Highlights of the Job

Under the direction of the Budget Unit, Staff Services Manager I (SSM I), the Associate Governmental Program Analyst will serve as the Financial Information Systems Liaison for Fi$Cal. The AGPA is responsible for a wide variety of journey level, complex analytical work and related technical tasks associated with change management for Fi$Cal. The incumbent will design, develop, and implement processes and procedures to help CSAC departments establish a governance structure, enabling the business to "own", participate, and manage the transition from their current operational state to the future state of Fi$Cal. The incumbent, with expert advice and general guidance from the SSM I, will implement the design and maintenance of the Fi$Cal change management database and documents.

The AGPA will also act as back-up for the budget unit working on position control, 7A schedules and past year data submittal to the Department of Finance in the Hyperion database.

Minimum Qualifications
http://www.calhr.ca.gov/state-hr-professionals/pages/5393.aspx.

Preferred Qualifications

- Detail oriented.
- Experience in performing independently or as part of a team, and making sound decisions.
- At least one year experience with Microsoft Word and Excel or comparable software.
- Experience in obtaining information (via phone, internet, e-mail, or field research.)
- Experience in reviewing and analyzing laws, regulations, and data.
- Experience in conducting risk assessments.
- Effective communication skills, both orally and in writing, and the ability to explain complex issues in simple language.
- Experience in evaluating, preparing, and presenting complex and concise management reports.

Statement of Qualifications

Candidates are required to submit a Statement of Qualifications (SOQ). After reviewing the duty statement, please outline in writing your relevant experience that would make you the best candidate for this position. The SOQ should be typed and no more than one page. Applications received without an SOQ will be rejected. A résumé is not considered an SOQ; please clearly state which document is your SOQ when submitting.

Who Should Apply

Candidates that have previously applied for this position need not re-apply.

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in an Associate Governmental Program Analyst position. Applications will be screened and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Please reference RPA #16-024/Job Control #49740, Position #270-734-5393-xxx, AGPA, in the 'Job Title' section on the application, Std. 678. Please clearly state basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). Copy of college transcripts and/or diploma may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the “minimum qualifications" to determine whether transcripts/diploma may be needed.

How to Apply/Final Filing Date

Applications and résumés will be accepted through January 27, 2017, and can be submitted electronically through the CalHr Cal Career Jobs website at www.jobs.ca.gov. Résumés are optional, however, the Standard 678 Employment Application and SOQ are required.

Applications and SOQs will not be accepted by fax or e-mail and will only be accepted through the CalHR Cal Career Jobs website. Please use caution in withdrawing your application online, as you will be unable to resubmit electronically.

Please contact Personnel@csac.ca.gov if assistance is needed with the electronic application process. It can then be determined whether a hard copy application is an only option.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORENTATION OF ANY PERSON.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification: Associate Governmental Program Analyst

Employee Name:	Vacant
Classification:	Associate Governmental Program Analyst
Working Title:	Fi$Cal Analyst
Position Number:	270-734-5393-xxx
Location:	11040 White Rock Rd. Rancho Cordova, CA 95670
License/Other Requirement:	N/A
Date Prepared:	September 23, 2016
Effective Date:	

Function: ***(Summary of Responsibilities)***

Under the direction of the Budgets, Staff Services Manager I (SSM I), the Associate Governmental Program Analyst will serve as the Financial Information System for California (FI$Cal) liaison and provide backup assistance to budget staff. The AGPA is responsible for a wide variety of journey level, complex analytical work and related technical tasks associated with change management for FI$Cal. The incumbent will design, develop, and implement processes and procedures to help CSAC departments establish a governance structure, enabling the business to "own", participate, and manage the transition from their current operational state to the future state of FI$Cal.

Reporting Relationships:

Reports directly to: Staff Services Manager I (SSM I)

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Administration and External Affairs Division is responsible for fiscal services, research, administrative operations, personnel, communications, and outreach programs.

The Associate Governmental Program Analyst (AGPA) acts as program coordinator to facilitate program operations for Fi$Cal at all levels exercising good judgement to accomplish work assignment objectives and goals. Analyze and evaluate problems or issues related to the progress and completion of Fi$Cal work projects or assignments. Act as subject matter expert and program coordinator within the Administration and External Affairs Division Budget unit for Fi$Cal and assist other units as directed.

III. Essential and Non-Essential Job Functions:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

30% Under the direction of the Budget Unit, Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) acts as program coordinator to facilitate program operations for FI$Cal at all levels exercising good judgment to accomplish work assignment objectives and goals. Analyze and evaluate problems or issues related to the progress and completion of FI$Cal work projects or assignments. Maintain excellent external relations with Fi$Cal staff and other departmental representatives in various stages of "wave" transition. Establish timelines for completion of projects and assignments and provide status and progress reports to management.

30% Act as subject matter expert and program coordinator within the Administration and External Affairs Division Budget unit for FI$Cal and assist other units as directed. The incumbent will work collaboratively with FI$CaL to ensure appropriate communications materials are delivered to the specific category of clients based on their business needs (Accounting, Procurement, Budgets, etc.) and will ensure communications are available timely and updated, as necessary. The incumbent will function as a CSAC subject matter expert in planning, organizing, writing, and implementing clear, concise, timely, targeted, effective, and relevant communications to the CSAC.

15% Independently coordinate and facilitate all FI$Cal communications, including oral, written, and web-based media to effectively and succinctly disseminate information to CSAC. Participate in implementation of complex technical activities necessary to meet goals of the project coordinate with FI$Cal's Business Team, Project Management Office, and other units to analyze and determine what information and documents will be included in the data repository. The incumbent will need to develop and foster a significant amount of cooperation between the affected units and a commitment to performing duties in a service oriented manner.

10% Responsible for organizing, developing, coordinating, and conducting training programs of average complexity and for conducting a major segment of the facility's complex training program. The incumbent will direct training activities for the facility, ensure that training goals are achieved through consultation, and directly conducts training courses and conferences within the scope of training.

Organize and compile data and information to create and populate reports, ensuring accuracy and efficacy. Communicate effectively, both written and verbally, with CSAC business unit staff and management. Effectively collaborate to provide and meet service expectations.

10% Perform more difficult or complex special assignments or projects assigned by management. Provide back for the new budget process related to Hyperion and various budget responsibilities, as directed.

Non-Essential Functions:

5% Other duties as required.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act

V. Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

VI. Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations.

VII. Attendance:

Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgment, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature	Date	Supervisor Signature	Date

*Duties of this position are subject to change and may be revised as needed or required.