



**Staff Services Analyst (General)/
Associate Governmental Program Analyst
Working Title: Fiscal Analyst
Job Bulletin
12-month Limited Term, Full-Time**

This position may be extended to 24 months; the position may become permanent, pending budgetary approval.

The California Student Aid Commission (CSAC) is seeking either a Staff Services Analyst (SSA) (General) or Associate Governmental Program Analyst (AGPA). In this role, you will be responsible for the budget work in the development, preparation, analysis, administration, and maintenance of CSAC's budget.

Read more details about this opportunity and to apply at [CalCareers](#)

About you: The following bullet points describe you:

- You have experience working in a team environment.
- You have knowledge and experience of the State of California Budgetary and Legislative process.
- You have excellent written and oral communication skills.
- You have excellent research and analytical skills.
- You have experience multi-tasking in a fast-paced environment.
- You have knowledge of the organization and functions of the California State Government including the organization and practices of the Legislature, Executive Branch, and Department of Finance.

Location:

CSAC's Headquarters:
11120 International Drive, Suite 100
Rancho Cordova, CA 95670

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the CSAC's current telework policy. While the CSAC supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements consider an employee's designated Headquarters Location,

primary residence, and may be subject to change by the California Department of Human Resources (CalHR). All commute expenses to the headquartered location will be the responsibility of the selected candidate.

Salary Ranges:

- SSA salary range is \$3,534.00-\$5,744.00
- AGPA salary range is \$5,518.00 - \$6,907.00

Benefits: Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

Last day to apply: March 27, 2023

What you'll do:

- You will prepare the baseline budget.
- You will prepare budget documents and maintain program budget data.
- You will review, analyze, evaluate, and edit program budget change requests .
- You will research and prepare responses to control agency inquiries.
- You will maintain electronic databases and spreadsheets.
- You will interview and consult with Commission managers, accounting, personnel staff, and others to provide consultative services on budget matters to program managers and make recommendations to Commission management.
- You will assist with special projects.

About CSAC

As the principal state agency, the CSAC is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. By joining us, you become part of a passionate and driven organization dedicated to its mission where all areas across the organization are aligned with the common goal of developing technical and analytical skills and leadership abilities, through promoting teamwork and cross-functional teams.

About the Fiscal and Administrative Services Division

The Fiscal and Administrative Services Division (FASD)-Budget Office plans, establishes, manages, and monitors the CSAC's annual budgetary process.

FASD supports the programs, staff, and partners of CSAC in its efforts to make education beyond high school financially accessible to all Californians. It is FASD's mission to provide exceptional customer service in the areas of budgeting, human resources, accounting, and business services while abiding by laws, regulations, and proper business practices that guide our operations.

Diversity, Equity, and Inclusion at CSAC

Diversity Statement: Here at the CSAC, we want all of our employees to feel respected, valued, appreciated, and equipped to thrive. CSAC encourages employees to work together to fuel the creativity and innovation process necessary to serve our customers well. This commitment fosters an inclusive work environment where all backgrounds, cultures, and personal experiences are honored as we join in common cause to make college affordable for all California students.

The State of California is an Equal Employment Employer to all, regardless of age, ancestry, color, disability (mental and physical, exercising the right to Family Care and Medical Leave), 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), and Sexual Orientation of any person.