

CALIFORNIA STATE AUDITOR
JOB OPPORTUNITY

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
(AGPA)

Permanent – Full-Time



DUTIES: Under general direction of the Recruiting and Training Manager, the incumbent performs complex analytical work in support of the office's external and internal engagement programs. This position requires the incumbent to travel throughout California to represent the office at various college campus recruiting and outreach events. During slow recruiting periods, the analyst will focus on employee engagement, provide analytical and administrative support to the training unit, and conduct special projects.

External Engagement/Recruiting

- Represent the California State Auditor's Office at various recruiting and outreach events throughout California to attract well-qualified and diverse candidates for entry-level auditor positions.
- Act as liaison with students, student organizations, campus recruiting professionals, recruiting industry professionals, professors, and university deans to build and maintain relationships, gain access to targeted members, and educate them about our office, career opportunities, and the selection process.
- Analyze recruiting data and create various reports. Provide statistical recaps of the recruiting year. Use data analysis and statistical recaps to develop the annual recruiting strategy. Research and analyze demographics, matriculation rates, and business-related programs to determine where to focus recruiting resources.
- Research and analyze current recruiting trends and recommend new concepts or revision to existing recruiting practices. Analyze data to determine "return on investment" for recruiting activities. Review, analyze, develop and recommend new or revised recruiting related procedures.

Internal/Employee Engagement

- Assist with the implementation of employee engagement programs such as the peer and career mentoring, the wellness, and the employee retention programs.
- Participate on an employee engagement taskforce; foster open communication with all levels of staff; analyze data and make recommendations for improvements.

Training Support

- Research and analyze training class information to provide additional class options to management; conduct studies and assessments to determine training effectiveness, employee acceptance, and make recommendations for changes/improvements.
- Consult with staff to review and analyze training needs; personally attend a variety of trainings to make recommendations for additions, deletions, and changes to the existing training program options.

OUR MISSION

The California State Auditor promotes the efficient and effective management of public funds and programs by providing to citizens and the State independent, objective, accurate, and timely evaluations of state and local governments' activities.

Position Number 339-100-5393-900

Job Control – JC 89507

Salary

\$4,928-\$6,168

All State Auditor's Office positions are located in Sacramento, CA. This position requires approximately 30-35% of travel.

Final Filing Date:

December 8, 2017



auditor.ca.gov

APPLICATION REQUIREMENTS:

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DESIRABLE QUALIFICATIONS:

- Experience planning and conducting recruiting and outreach events at various universities.
- Possession of demonstrated analytical skills, including the ability to use good judgment when analyzing data and situations, draw sound conclusions, and take effective action.
- Exceptional interpersonal skills including the ability to establish and maintain effective working relationships.
- Ability to speak and write professionally and persuasively.
- Experience giving presentations to both small and large groups.
- Ability to take initiative and work independently and in a team environment.
- Possession of organizational skills including the ability to prioritize assignments and manage multiple tasks.
- Experience in developing marketing materials or messaging utilizing various modes of communication such as print and social media.
- Working knowledge of Microsoft office software.
- Willingness to travel and work overtime.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment. All State Auditor's Office employees are excluded from collective bargaining.

The most qualified candidates will be contacted in mid-December to schedule an interview to commence in early January.

California Relay Service:

1-800-735-2929 (TTY)
1-800-735-2922 (Voice)

For more information contact:

Marya Liberty
(916) 445-0255, ext. 215
MaryaL@auditor.ca.gov

You must submit a signed state application (Std. 678) and Statement of Qualifications (SOQ) to be considered. The SOQ should describe how your education, training, skills, and experience qualify you for the position. The SOQ serves as documentation of your ability to present information clearly and concisely in writing and should be no more than two pages in length. **Send a completed Std. 678 and SOQ to:**

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814
or
HR@auditor.ca.gov

SELECTION PROCESS: The California State Auditor is part of the merit-based California civil service selection system. The civil service selection system consists of two simple steps: exams and hiring. This job announcement is part of the hiring step in the process. If you have not yet completed the exam for this position, please visit: <https://jobs.ca.gov> to take the exam. You can still apply for the position but must complete the exam process before you will be considered for a hiring interview.

Current state employees with status in the AGPA classification (class), lateral transfers from an equivalent class, former state employees who can reinstate into this class, and those reachable on a current employment list for this class may apply. A training and development assignment may be considered. All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, 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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. 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.