

State of California
AGRICULTURAL LABOR RELATIONS BOARD

JOB OPPORTUNITY ANNOUNCEMENT

DATE: March 24, 2015

FINAL FILING DATE: April 5, 2015, or until filled

POSITION: OFFICE OF THE GENERAL COUNSEL, SACRAMENTO
STAFF SERVICES ANALYST (Note: Position is pending SCO reclassification and establishment)

SALARY: RANGE A: \$2,873.00 - \$3,600.00

RANGE B: \$3,111.00 - \$3,895.00

RANGE C: \$3,731.00 - \$4,671.00

LOCATION: Sacramento, CA (Headquarters)

WHO MAY APPLY: Current State employees in transferable classifications and non-State workers list eligible in the qualifying classification of Staff Services Analyst. Basis of eligibility must be indicated on state application for all applicants. Applicants must meet minimum qualifications for the SSA classification; qualified applicants will be interviewed. Appointment is subject to State Restriction of Appointment (SROA) provisions.

DUTIES AND RESPONSIBILITIES: This position is for a Staff Services Analyst that will work directly under the ALRB General Counsel in the Sacramento Headquarters. Duties include, but are not limited to, providing analytical support for projects, including primary responsibility for the tabulation of ALRB workload data, including identification of resource gaps; collection of metrics; evaluation and adaptation of metrics depending on Department needs. The incumbent must be able to independently analyze data, research and provide recommendations regarding information gaps and propose alternative data collection categories to fill information gaps. Additionally, the incumbent will be primarily responsible for compiling mandatory reports for control agencies. The incumbent will provide budgetary support to the General Counsel, making recommendations and reconciling actual expenditures with projections. The incumbent will prepare recommendations on financial, personnel, and other transactions of average complexity and implement the General Counsel's decisions by drafting Requests for Personnel Action and other supporting documentation as needed. Finally, the incumbent will provide secondary support to the Administrative Assistant by assisting with phones, document tracking, legal filings, travel, and other projects as needed.

DESIRABLE QUALIFICATIONS: We invite applicants with good interpersonal and analytical skills to apply. Excellent writing skill is required. This position requires being very well organized with excellent attention to detail, and a commitment to the mission, values and goals of our Department. The complexity of the duties for this position will be modified to be consistent with the classification of the candidate hired, and are not limited to those listed here.

SEND APPLICATION, TWO WRITING SAMPLES, COVER LETTER, AND RESUME TO:

Agricultural Labor Relations Board
Attn: Jonathan Bernstein, Personnel Office
1325 J. Street, Suite 1900
Sacramento, CA 95814

NOTE: No moving or relocation expenses will be paid by the department.

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.