

Job Opportunity



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

Associate Governmental Program Analyst

1 Position Available

Posting Date: May 18, 2016

IF IT'S A CHALLENGING POSITION YOU'RE LOOKING FOR, WE HAVE THE IDEAL JOB FOR YOU!

Are you looking for a fast paced and challenging position that will provide you with exposure to Bureau Chiefs, the Governor's Office, the Legislature, in addition to daily contact with our State Librarian? The State Library is seeking a talented and dedicated professional to lead multi departmental projects, facilitate communication of project work, prepare budget change proposals, Spring Finance Letters for legislation, among other duties. Under the direction of the State Librarian, you'll use your skills to initiate and carry out analytical assignments and represent the State Librarian in meetings as designated.

DESIRABLE QUALIFICATIONS:

- Experience working in public policy environments at the local, state or national level.
- Experience managing projects with peers in a collaborative environment.
- Exceptional time management skills.
- Excellent interpersonal skills. Includes verbal and written communication with state and local officials.
- Ability to evaluate situations effectively and take appropriate action using initiative, resourcefulness, and good judgement
- Ability to show initiative and respond flexibly with tact to changing priorities and assignments with short timeframes.

Application Process:

Establish Eligibility:

Current state employees with a status as an AGPA, 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 are eligible to apply. If you are not currently on the AGPA exam list, you may take the exam (s) here: <https://jobs.ca.gov/Bulletin/Bulletin/Index?examCD=3PB1602>

Apply for the Position:

- Complete a standard state examination/employment application form <https://jobs.ca.gov/Profile/StateApplication> with original signature and clearly indicate the basis of eligibility (list, transfer, or reinstatement, **[do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678 (STD 678) and
- Attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application and
- Mail or deliver your completed application to the California State Library (CSL):
⇒ Mail: Human Resources Services Office, PO Box 942837, Sacramento, Ca 942837, Sacramento, CA 94237
⇒ In Person: HRSD Drop Box CSL Annex, 900 N Street, 1st Floor Drop Box
or
- Electronic application (through your CalCareer Account) <https://jobs.ca.gov/>

Additional Information:

SRDA/Surplus candidates are encouraged to apply. Appointment is subject to SRDA/State surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the minimum qualifications of the classification. All methods of appointments, including Training & Development (T&D) Assignments will be considered and a 120 day candidate pool will be established for subsequent vacancies. Minimum Qualifications for the AGPA are available here: <http://www.calhr.ca.gov/state-hr-professionals/Pages/5393.aspx>

EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library 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 the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.

California State Library



- ▶ PC # 1202
- ▶ PERMANENT/FULL-TIME
- ▶ \$4600-5758/MONTH
- ▶ FINAL FILE DATE:
JUNE 2, 2016

Located across the street from the State Capitol, the Stanley Mosk Library & Courts Building houses the Information Services Section, Within State Law Library of California, Government Publications Section, and the Office of the State Librarian and shares space with the Third Court of Appeal.

The executive leadership of the California State Library rests in the State Librarian. The State Librarian provides overall management and policy direction and is responsible for the administration of the California State Library which is comprised of the following bureaus: Administrative Services, Information Technology, California Research, Library Development Services and State Library Services.

The State Library serves the people of California in several ways:

- It is the central reference and research library for state government and the Legislature.
- It provides non-partisan research to the Legislature and the Governor.
- It collects, preserves, generates and disseminates information ranging from California's priceless historical items to today's online texts.
- It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs, and services.

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