



Controller Betty T. Yee

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-8579.

Position:

(285) Associate Governmental Program Analyst (AGPA)

Position #:

051-220-5393-140

Salary Range:

\$5,149 - \$6,446

Issue Date:

10/9/2020

Contact:

Jesse Rios 916-322-3682

Location:

Personnel/Payroll Services
Division
300 Capitol Mall
Sacramento, CA 95814

Final Filing**Date:**

10/29/2020

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit application package electronically via your CalCareers account or to address below:

State Controller's Office
Human Resources Office
ATTN: Classification Unit - AP
300 Capitol Mall, Ste. 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application package must include either ARF #59 or Position #051-220-5393-140 in the job title section. Application received without this information may be rejected.

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

The following link outlines a summary of benefits available to state employees:

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Additional Requirements: Supplemental Questionnaire

Please answer the following question, in no more than two pages, using 12-point Arial font, with standard margins. Applications submitted without the supplemental questionnaire will be excluded. A resume or cover letter does not substitute for a supplemental questionnaire.

How does your experience, training, and education make you the best candidate for this position?

Scope of Position:

Under the direction of the Staff Services Manager I, in the Program Management and Analysis Bureau (PMAB), the incumbent performs complex analytical duties for a variety of projects and analytical support activities associated with the statewide employment history and payroll systems.

The incumbent's primary responsibilities are in the area of data report generation; including requirement gathering, data validation, testing, and implementation for control agencies, civil service departments, and exclusive representatives. Additional assignments include both short-range and long-range projects generally falling into the areas of impact analysis, business process analysis, assessments of user needs, consultation, the coordination of monthly and ongoing payroll processes, problem resolution, and creation of new personnel and payroll system capabilities. In addition, the incumbent is responsible for developing and continuing effective ongoing partnerships with control agencies, various departments, and Controller's Office personnel, and ensuring the needs of exclusive representatives are met within the context of labor relations activities, Controller's Office priorities, and State laws.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- 1 Respond to personnel/payroll related data requests from control agencies, labor unions, departments, media entities, legislative bodies (i.e., legislators and committee members), and SCO management/executive staff. Interpret the data requests, determine the appropriate reporting tools to extract the data, calculate the cost and timeframe estimate to satisfy the requests, compose report specification requirements, and ensure proper release of the data in accordance with laws dealing with the confidentiality and disclosure of employee information. Compose Mark IV business requirements and work with the programmers in the Personnel and Payroll Systems Support Unit (PPSSU Team 3) to execute report programs to extract data. As needed, design, compose and execute report programs to extract data using the Statewide Information Retrieval System (SWIRS).
- 1 Provide support to the staff assigned as the division liaison to the labor unions and California Department of Human Resources (CalHR) negotiators. Assist with resolving problems related to union dues deductions. Participate in the production of the annual bargaining unit and costing profile reports for CalHR. Work with the Department of Finance (DOF) and California Department of Human Resources (CalHR) in the production of the annual Table 183 (Salary Increase Projection Table - SIPT).
- 1 Design, compose, and execute report programs to extract data using the Statewide Information Retrieval System (SWIRS). SWIRS utilizes FOCUS reporting language, similar to the Management Information Retrieval System (MIRS). Knowledge in the use of SWIRS can be gained on the job.
- 1 Work with Collective Bargaining (CB) unit staff and management, as well as PPSSU Team 3 and other ISD staff as needed, to streamline business processes and procedures. This may include tasks such as analyzing current workloads for business process improvement, documenting recurring workloads, and automating current manual processes.
- 1 Review and analyze collective bargaining agreements, legislation, and personnel/payroll policy changes for impacts to the employment history and payroll systems. Identify and develop the detail requirements for program and business process modifications resulting from the review/analysis. Implement the modifications including the testing of the changes, drafting of communications to announce the changes, and the

development of business procedures.

- 1 Assist in the development of detailed business requirements the systems data reporting/management and data exchange/interface functions related to the successful transition and implementation of SCO's new human resource management system currently under development by the division's California State Payroll System (CSPS) Project. This will eventually include the development of test plans/conditions/cases and performing the testing needed to validate the changes, and the revision of business procedures to support the modifications.

Desirable Qualifications:

- 1 Ability to uphold PPSD's values: Collaboration, professionalism, accountability, customer service, and trust.
- 1 Experience in or knowledge of the State Controller's Office Personnel and Payroll systems.
- 1 Working knowledge of analysis and reporting tools: Preferably knowledge and experience working with PPSD reporting tools (i.e. MARK IV, SWIRS, and/or MIRS).
- 1 Strong analytical skills and problem solving skills, including data interpretation, logical thinking, and timely, practical decision making.
- 1 Excellent communication and organization skills with attention to detail.
- 1 Ability to communicate effectively while using tact and good judgment.
- 1 Excellent customer services skills.
- 1 Ability to translate stakeholder's requirements into reporting deliverables.
- 1 Strong knowledge and skills in Microsoft Office Suite including Excel, Outlook, PowerPoint, and Word.
- 1 Ability to work under pressure with changing priorities, and to coordinate multiple tasks and assignments efficiently and independently to meet deadlines.
- 1 Ability to work well with others at all levels.
- 1 Excellent work habits, attendance, dependability, and attitude.

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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 02/2020