

State of California

SECRETARY OF STATE

Job Opportunity
Management Services Division
Limited Term
Staff Services Analyst (General)

The Position: The Secretary of State's Office is recruiting to fill a limited-term, full-time Staff Services Analyst (General) position in the Human Resources Office. This is an excellent upward mobility opportunity for staff. **The limited term position will end June 30, 2016.**

The Duties: Duties primarily encompass the Human Resources area of Recruitment/Selection and other duties as required: proofing/posting vacancies on VPOS; screening applications to determine appointment/transfer eligibility; reviewing applications to ensure minimum qualifications are met; ordering and maintaining cert lists on the Examination Certification Online System (ECOS); maintaining recruitment documentation/reports for audit purposes; creating, maintaining and tracking Request for Personnel Action (RPA) documents. The incumbent works independently and cooperatively with management and supervisors to provide guidance and ensure the operational needs of the program are met within the requirements of civil service law and regulations.

Desirable Qualifications: This is an entry level position into the analyst series. The most desirable candidate will be service oriented with the ability to remain flexible and adapt to rapid changes in priorities and work assignments while maintaining a high degree of accuracy; have the ability to think critically and research, interpret and apply laws, rules, bargaining unit contracts, practices and principles as they apply to personnel management and human resources. The candidate should also strong written and verbal communication skills and the ability to form and maintain effective interpersonal relationships and proficiency in Microsoft Office Suite (e.g., Excel, Word, Visio).

Supplemental Questionnaire: The response to the Supplemental Questionnaire questions listed below shall not be more than two pages in length and typed in Arial, 12-point font. **Applications submitted without a clearly titled Supplemental Questionnaire will not be considered.**

1. Describe an experience when you had to analyze a problem/issue and provide a solution to your supervisor/management team. What was the problem/issue and what was your solution?
2. What qualities do you believe an Analyst should possess and share how you have sought to develop those qualities in yourself either through your work experiences, life experiences or training(s) you have attended.
3. Describe the recruitment process within state civil service.

Who May Apply: Employees who are currently in the Staff Services Analyst classification or have current list, transfer or reinstatement eligibility for a limited-term, full-time appointment to this classification; Training and Development (T&D) Assignments will be considered. Limited Term appointments are twelve months in length; this limited term will be extended to run through June 30, 2016. Appointments are subject to State Restriction of Appointment (SROA) provisions. All applications will be screened and only the most qualified candidates will be interviewed.

Applications submitted without the Supplemental Questionnaire will not be considered.

How to Apply: Submit standard state application (STD 678) and Supplemental Questionnaire to:

Submit Application to: Secretary of State
Attn: Mike Green
1500 11th Street, Suite 475
Sacramento, CA 95814

Final Filing Date: March 6, 2015
Bulletin released: February 20, 2015

The Secretary of State is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, age, religious or political affiliation, or sexual orientation. It is the object of the state of California to achieve a drug free 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 laws of the State, the rules governing civil service, and special trust placed in public servants.