



Position: (6284)
 Associate Governmental
 Program Analyst

Position #:
 051-726-5157-028

Salary Range:
 \$4,784 - \$5,988

Issue Date:
 August 1, 2017

Contact:
 Matt Schooling
 (916) 576-5067

Location:
 Sacramento

Final Filing Date:
 August 14, 2017

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 - CN
 300 Capitol Mall, Ste. 300
 Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include "051-726-5393-028" in the job title section. Applications 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.

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 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.

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 open to current SCO employees.

Scope of Position:

Under the general direction of the State Controller's Office (SCO) Vendor Management Group (VMG) Staff Services Manager III (SSM III), and direct supervision of the VMG Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) works as part of the multidisciplinary team of FI\$Cal Service Center support staff. The AGPA plays an important role in the overall success of the FI\$Cal Project by providing highly visible production system support, with emphasis on the successful implementation, maintenance and operation of the Vendor Management File (VMF). The FI\$Cal Project is a business transformation project that will prepare the state workforce and systems to function in an integrated financial management system environment. The FI\$Cal Project has multi-departmental, statewide impact.

The AGPA serves as a Subject Matter Expert (SME) in the VMG, who is responsible for the more complex tasks, which include the analysis of policies and regulations that govern the State's VMF, vendor outreach, EFT promotion and education, 1099 reporting, and resolving the more complex issues associated with the maintenance and management of the VMF. The AGPA possesses an expert level knowledge of the FI\$Cal VMF, all of its components and the VMF's relationship to the other FI\$Cal modules including, but not limited to, procurement, accounting and statewide financial reporting and management functions. The AGPA provides support to departmental end-users regarding FI\$Cal system incidents and service requests related to the VMG.

The incumbent will be involved in client relations, including but not limited to, strong collaboration and partnership with the Department of General Services (DGS), FI\$Cal client departments and the overall vendor community. The incumbent will work as a team member with a group of professional, analytical and other business staff to meet production support demands in the performance of their specific duties. The incumbent must be able to act independently, demonstrate initiative, tact and sound judgement, and make recommendations that are consistent with the business goals and objectives



of the SCO and the FI\$Cal Project.

Duties and Responsibilities:

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

- Analyze and provide technical support and assistance for the Vendor File
- Research and resolve the more complicated inquiries and issues from vendors, bidders and departments
- Analyze, process, and respond to inquiries regarding the Pitney Bowes Error File, validate reports for accuracy and complete error corrections as required
- Analyze, process, and respond to inquiries regarding the EDD Independent Contractor reports, validate reports for accuracy and complete error corrections as required
- Analyze, process, and respond to inquiries regarding 1099 reports, validate reports for accuracy and complete error corrections as required
- Vendor outreach, EFT implementation, promotion and education

Desirable Qualifications:

- Knowledge of and experience using FI\$Cal as a member of a department's accounting or procurement office;
- Ability to research and analyze laws, rules, and policies as they apply to vendor management;
- Accurately analyze data and prepare or evaluate reports, make recommendations to management, and implement an effective course of action;
- Ability to communicate effectively.
- Presentation skills and experience with conducting training;
- Experience in developing procedures, manuals, and test scripts;
- Ability to manage multiple tasks, adjust priorities, and meet deadlines;
- Ability to work independently and in a team environment;
- Maintain effective working relationships with various levels of department staff as well as external stakeholders and system users;
- Computer knowledge and experience with various computer software programs – including: Microsoft Outlook, Excel, Word, PowerPoint, and Project;
- Excellent work habits, attendance, dependability, and attitude.