



Position:

Staff Services Analyst (SSA)
Limited Term, 2-years

Position #:

051-726-5157-903
(4 positions)

Salary Range:

\$2,945 - \$4,788

Issue Date:

May 5, 2017

Contact:

Matt Schooling
(916) 576-5067

Location:

Sacramento

Final Filing Date:

May 22, 2017
(Statewide)

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

Application package must include all the required documents. Mailed application must include either ARF # or "051-726-5157-903" in the job title section. Incomplete application packages will 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) 323-3055.

These positions are pending Legislative Budget approval. These positions are 2-year limited term.

Scope of Position:

Under the general direction of the State Controller's Office (SCO) Vendor Management Group (VMG) Staff Services Manager III (SSM III), the Staff Services Analyst (SSA) works as part of the multidisciplinary team of Service Center support staff. The SSA 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 SSA is responsible for the less complex duties related to managing the State's VMF, including validating vendors, quality assurance, customer service, maintaining vendor Electronic Fund Transfer (EFT) information and processing vendor data conversion from imported external department information. The SSA possesses a working 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 SSA provides support to departmental end-users regarding vendors in the VMG.

Duties and Responsibilities:

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

- Fulfill vendor add, edit or delete requests from FI\$Cal departments.
- Assist lead VMG staff to ensure effective and timely processing of vendor activities related to the Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) community.



- Support the SCO's Constitutional authority in the management of payments made from the State Treasury in FI\$Cal, including EFT data and transactions.
- Support multidisciplinary stakeholders to enforce policies that govern the VMG and the VMF.
- Research and resolve the less complicated inquires and issues from vendors, bidders and departments.
- Service vendor records and State Contract & Procurement Registration System (SCPRS) entries for deferred and exempt departments.
- Process Internal Revenue Service (IRS) Tax Identification Number (TIN) matching to validate requests for new vendors.
- Process vendor address verifications.
- Process the Employment Development Department (EDD) Independent Contractor and 1099 reports.

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