

JOB ANNOUNCEMENT



CALIFORNIA
DEPARTMENT OF
EDUCATION

POSITION: Staff Service Analyst (General)

UNIT/PC#: 199 020 5157 001

TENURE: Permanent

TIME BASE: Full Time

LOCATION: 39100 Gallaudet Drive Fremont, CA 94538

SALARY: A \$2,945.00 - \$3,690.00

B \$3,189.00 - \$3,992.00

C \$3,824.00 - \$4,788.00

DUTIES: Under the supervision of the Diagnostic Center North (DCN) Director, and as a member of the Administrative Team, the Staff Services Analyst (SSA) serves as the liaison between the DCNC and Business Manager regarding business services and facility functions, ensuring operations function at maximum levels of efficiency and in compliance with all federal, state and local regulations. Incumbent also performs the more technical tasks required to assist the Director with planning, tracking, monitoring and analyzing data generated by DCN database, including compiling and evaluating information needed for maintenance of short and long term confidential records and annual accountability reports to CDE.

Working closely with the Business Manager and Director, the SSA provides assistance in the preparation of the DCNC's annual budget; researches statutes, regulations, and policies and procedures and analyzes data to develop recommendations regarding DCNC's operations, and tracks budget details as a means of monitoring and evaluating DCNC activities. The SSA utilizes budget information to create various reports for the DCNC director that identify trends and strategies to improve program efficiencies and makes recommendations to management based on the data in those reports; provides information to create special projects and reports; prepares various annual fiscal accountability reports, and; develops and implements guidelines, procedures and program development and alternatives.

The SSA manages DCNC's database for accurate monitoring and maintenance of confidential student records over the short and long term; reports trend analysis to Director for DCNC assessment referrals and professional development services to LEAS across Northern California; makes program and service recommendations based on data; assists Director on complex projects; annually analyzes and updates services/monitoring systems for efficiency and to reflect program needs, and; assists Director with analyzing, evaluating and compiling database information for quarterly reports for Tri Center Management Meetings and annual Diagnostic Center Accountability Reports to CDE.

The SSA serves as DCNC's Fleet Maintenance Coordinator and maintains usage and maintenance records of DCNC's 8 vehicle fleet; compiles and submits accountability reports to various entities, and; provides consultation to administration regarding use of and replacement of the vehicles in the fleet. The SSA also oversees and assists in management of DCNC inventory and property control systems including key policy and computerized key tracking control for DCNC, and; assists the Director in providing necessary information for decision making and implementing policies, especially in the area of Business Services and Facilities Management, regarding analyzing and developing new procedures, processes and/or systems.

The SSA serves as Disaster Preparedness Coordinator and School Safety Officer for DCNC, performing all required and assigned duties in this capacity.

Minimum Qualifications

- Possess good interpersonal skills and strong interpersonal communication skills
- Ability to be flexible in a team oriented work environment
- Strong personal computer skills working Microsoft, Word, Excel, Access software and Desktop Publishing
- Strong math skills
- Ability to prioritize work assignments
- Ability to work within time constraints in preparation of reports
- Ability to communicate effectively, both verbally and in writing
- Ability to check work for accuracy and attend carefully to details

- Ability to maintain and update student records, monitor and update databases
- Ability to prepare correspondence, reports, and charts for review using a variety of software programs

Desirable Skills

- Perform other duties and tasks as required
- Knowledge of office procedures
- Excellent organizational skills, including the ability to set priorities and take initiative

Who May Apply

- Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement). All applicants must clearly indicate the basis of their eligibility in the “Explanations” section on the Standard Application Form
- (Std 678). Employment provisions as outlined by the California Department of Human Resources State Restriction of Appointments (SROA) policy will prevail. In addition, current or future executive orders relative to filling vacant positions may also affect this process. Applications will be screened and only the most qualified will be interviewed

HOW TO APPLY: Submit a State Application (Form 678) to:

Diagnostic Center North, Robin Zane, Director
39100 Gallaudet Drive
Fremont, CA 94538
(510) 794-2500, FAX (510)794-2513

APPLICATIONS MUST BE RECEIVED BY: October 19, 2015

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, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.