



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:

(289) Associate Governmental Program Analyst

Position #:

051-550-5393-735

Salary Range:

\$5,149 - \$6,446

Issue Date:

10/13/2020

Contact:

Marisa Garcia (916) 464-6053

Location:

Unclaimed Property Division
10600 White Rock Road
Rancho Cordova, CA 95670

Final Filing**Date:**

10/26/2020

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

Application package must include all the required documents. Mailed application package must include either ARF #65 or Position #051-550-4801-008 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.

Special Instructions: Please submit a resume and statement of qualifications (SOQ) with your application.

The SOQ should describe your experience in public speaking (in person and/or virtual).

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.

Scope of Position:

The Associate Governmental Program Analyst (AGPA) is a full journey-level analyst class. The Outreach and Compliance Unit (OCU) AGPA performs the more responsible, varied and complex technical analytical assignments. They must possess knowledge of principles, practices and trends of outreach and/or marketing and apply them on a daily basis. The incumbent must be familiar with the State Controller's Unclaimed Property Division (UPD) mission and goals and be able to apply the OCU's strategic objectives needed to accomplish those goals.

The AGPA must be able to reason logically and creatively, develop and evaluate alternatives, analyze data, and present ideas and information effectively. The incumbent must be able to coordinate the work of others, act as a team leader, and appear before executive and other committees.

The AGPA must demonstrate a positive attitude and commitment to conduct business in a professional manner in dealing with the public and internal clients, and they must provide quality customer service to all customers.

Duties and Responsibilities:

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

- 1 Identify potential educational events, negotiate exhibitor prices, and manage the logistics of each event. Plan and organize all aspects of holder webinars and workshops hosted by the OCU independently or as lead in a team environment.
- 1 Network with trade associations and state and local government agencies to pursue partnerships at events, the posting of links to the reporting pages of the SCO website and opportunities to provide outreach articles and other informational items in associations' newsletters and circulars.
- 1 Represent the UPD at educational holder outreach events, webcasts, site visits, business shows and conferences throughout the State. Prepare management reports on outreach activities and outcomes.
- 1 Educate holders of unclaimed property on the unclaimed property laws and the reporting process. Identify networking opportunities and events to promote the UPD.
- 1 Develop informative and educational reporting instructions, forms, policies, and procedures independently. Coordinate, track and monitor compliance letters, and conduct follow up with non-compliant holders. Develop notification letters and telephone call scripts for various businesses to ensure full compliance with unclaimed property laws. Provide written instructions to holders to ensure compliance. Act as lead on special projects assigned by division management.
- 1 Advise and assist management on internal operational issues within the UPD. Assist businesses and corporations in implementing specific procedures relative to all aspects of the Unclaimed Property Law (UPL). Prepare correspondence for management, including responses to sensitive issues.

Required Hours:

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Desirable Qualifications:

- 1 Demonstrate a high degree of initiative and analytical ability.

- 1 Ability to work independently or as part of a team.
- 1 Ability to deal with multiple tasks and changing priorities.
- 1 Good typing and word processing/computer knowledge and experience with various Microsoft computer software programs: (Outlook, Word, Excel, Publisher, and SharePoint).
- 1 Excellent communication skills, including experience delivering presentations to large groups.
- 1 Ability to work quickly and accurately under pressure.
- 1 Experience with databases, developing databases, and/or retrieving information from databases, such as Access, or other database systems.
- 1 Must be dependable, punctual, and flexible to work under demanding conditions.
- 1 Ability to provide customer service utilizing effective and professional communication.

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