

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

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Company: State of California

Location: United States

Category: business-and-financial-operations

Job Posting: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Department of Toxic Substances Control

JC-407625 - ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$5,518.00 - \$6,907.00 per Month

Final Filing Date: 1/15/2024

Application Methods:Electronic (Using your CalCareer Account) By Mail Drop-off

Job Description and Duties

Are you interested in a meaningful job and want to work toward building healthy, safe, and economically viable communities in California? Are you driven by protecting the environment and health of all Californians? Consider a career with the California Department of Toxic Substances Control (DTSC.) We are located within the California Environmental Protection Agency network of agency partners that are committed to protecting all Californians and the environment. We are looking for a highly motivated and adaptable individual to join our team. Your passions for organizational data analysis will be challenged every day as you help us improve environmental related outcomes for the people of California. Your daily work with DTSC's scientists, engineers, geologists, toxicologists, administrative, IT staff, and management.

As an Associate Governmental Program Analyst you will have the opportunity to:

Assist the Division Chief with various administrative tasks such as conducting research on administrative, technical, and policy issues

Independently gather and analyze data, and develop briefs, white papers, and PowerPoint presentations to document and present the results of research activities

Assist the Division Chief with the preparation and implementation of the Division Strategic Plan, Program Strategic Plan, and Branch Operation Plans

Conduct various management tracking and data gathering activities including, but not limited to, Division performance, budgeting, cost recovery, and project scheduling for inward and outward facing reports

Analyze and interpret data and provide results and recommendations to Division management

Desirable Qualifications We Look For:

Database knowledge and the ability to use database programs such as Microsoft Access

Proficient in Microsoft Office Suite programs, , Excel, PowerPoint, Word

Ability to research, analyze, and interpret data to assist Division Management in project tracking and reporting

Writing and editing skills, and the ability to present ideas, develop solutions, and effectively communicate information verbally, graphically and in writing

Ability to develop and maintain collaborative working relationships with management, staff, and clients

Ability to complete assigned work, review for accuracy and handle sensitive and confidential matters/materials

Familiarity with DTSC, State, and Federal government programs and policies across multiple sectors

Ability to be well-organized, adept at working in a dynamic environment, and able to maintain professional, productive relationships with their peers, management, and external stakeholders, desire to be a team player, has strong interpersonal skills, and maintains a good sense of humor

Ability to create a work environment that celebrates diverse backgrounds, cultures, and personal experiences

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

Additional Documents

Special Requirements

A Statement of Qualifications (SOQ) is required for the hiring manager's review.

Applications submitted without an SOQ may be disqualified.

The SOQ should be no more than 1 page(s) in length, be clearly written and well-organized, contain no more than (five) grammatical and spelling errors, and Arial font, size 12.

Your SOQ should address the following:

1. What makes you qualified for the complex administrative portion of site cleanup project management and cost recovery?
2. Describe your experience managing multiple high priority projects and your ability to meet and address competing priorities.

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Cross References and Citations:

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