



## Associate Governmental Program Analyst

*We're looking for energetic, creative, and talented employees to join our dynamic organization! We are a results-driven sales and marketing organization that contributes over \$1 billion to public education every year. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The Lottery strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We also offer a variety of development opportunities for our staff, on-site security, on-site restaurants, Golden One ATM and free parking. What are you waiting for? Apply today!*

### Salary

\$4,600 – \$5,758

### Final Filing Date

March 24, 2017

**Applications postmarked after the Final Filing Date will not be accepted.**

### Position Number

358-253-5393-912

**Please reference the position number in the “Job Title” section on the State application.**

### Questions About the Job

[careers@calottery.com](mailto:careers@calottery.com)

(916) 822-8031

### Position Location

Operations  
Contract Administration Services Section  
700 North 10<sup>th</sup> St. (off Richards Blvd.)  
Sacramento, CA 95811

### Send Application To

California State Lottery  
Attn: Human Resources Division (253)  
P.O. Box 2630  
Sacramento, CA 95812-2630

### Who Should Apply

Applicants must have current list eligibility for appointment to this class, be eligible for a Training and Development Assignment or be a State employee who has transfer eligibility or is currently in the Associate Governmental Program Analyst or Staff Services Analyst classification. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

### Duties

Under the direction of a Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) will be part of a team that is responsible for the effective administration of the Lottery's most complex contracts. The AGPA will be responsible for performing the more complex and journey level analytical assignments such as monitoring and assisting in the development of performance metrics, key performance indicators and service level agreements for contracts

- Monitor and evaluate contract progress through the analysis of expenditure data, deliverables, programmatic progress, closeout reports and other applicable data
- Conduct ongoing monitoring and communication with assigned contractors and contract managers to ensure the contractors are in compliance with all contract requirements.
- Calculate and recommend imposing penalties or granting incentive to contracts per the contract terms and conditions.
- Follow up with Contractors to ensure documentation is submitted to the Lottery in a timely manner.
- Assist in the development of performance metrics, key performance indicators and service level agreements for contracts.
- Provide training and technical assistance on new and revised Lottery policies and procedures through individual consultations, workshops, and training sessions
- Develop reports in response to inquiries from Division Managers, Contract Managers, Finance, Internal Audits, Lottery Executive Staff, members of the Legislature, Governor's Office
- Conduct analytical studies and prepare memos containing findings and recommendations, and impact statements on issues in regards to the administration of Lottery contracts
- Develop and modify contract administration policies and procedures and training materials as needed

### Desirable Qualifications

Applicants applying for this position should have:

- Good analytical skills and the ability to interpret and apply laws, regulations, and procedure
- Ability to handle multiple projects simultaneously and meet deadlines
- Strong methodical skills to work independently on most projects with minimal supervision
- Good interpersonal skills and the ability to communicate effectively both orally and in writing
- The ability to work independently and capable of working cooperatively on a team

*Equal Opportunity Employer:* The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental & 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.

*Background Investigation:* The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.