



Associate Governmental Program Analyst

Recruitment, Staffing, and Budgeting

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

June 2, 2017

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

Position Number

358-700-5393-9XX

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

Questions About the Job

careers@calottery.com
(916) 822-8078

Position Location

Sales and Marketing Division
Deputy Director’s Office
700 N. 10th Street
Sacramento, CA 95811

Send Application To

California State Lottery
Attn: Human Resources (700)
P.O. Box 2630
Sacramento, CA 95812-2630

Who Should Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications.

Duties

Under direction of the Deputy Director of Sales & Marketing and/or the Assistant Deputy Director of Sales & Marketing, the Associate Governmental Program Analyst (AGPA) independently performs a variety of consultative and analytical services related to the recruitment, staffing and budgeting for the Sales & Marketing (S&M) Division. The AGPA facilitates the hiring process for the division and has frequent and multiple interactions with a variety of managers and supervisors. Due to being exposed to highly sensitive information, it is imperative for this individual to possess extreme confidentiality practices:

- Work as a liaison regarding recruitment and selection, personnel transactions, reasonable accommodation and health benefits functions between S&M hiring managers and HR
- Lead and monitor the hiring process for S&M vacancies which includes preparing Request for Personnel Actions (RPA), updating Duty Statements, division and/ department organization charts and other required hiring documents
- Correctly apply current State of California Human Resources policies, find resources for implementation and provide guidance when assisting to resolve staff issues
- Maintain S&M position & vacancy reports using an Access data base (Share Point)
- Organize and monitor training needs and training budget
- Assist with monitoring the due dates of performance management documents and workforce development reports
- Assist in development and monthly monitoring of the Division budget, provide recommendations with statistical analyses, and maintain budget reports
- Works on special projects as assigned by the DD and/or Assistant DD of S&M

Desirable Qualifications

Competitive applicants applying for this position will have:

- Strong written and verbal communication skills
- Excellent interpersonal and organizational skills
- The ability to handle multiple projects simultaneously and meet deadlines
- Proficiency with computer programs such as Word, Excel, Access and PowerPoint
- Strong organizational skills with keen attention to detail
- The ability to be self-motivated and demonstrate self initiative
- The ability to work both independently and cooperatively
- Experience working in budgets and personnel preferred

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.