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 1 ATM, and free parking. What are you waiting for? Apply today!

**Salary**
- $4,400 – $5,508 (AGPA)
- $2,817 – $4,579 (SSA)

**Final Filing Date**
February 7, 2014
Applications postmarked after the Final Filing Date will not be accepted.

**Position Location**
Finance Division
Accounting Operations & Prize Payments
700 North 10th St. (Off Richards Blvd.)
Sacramento, CA 95811

**Position Number**
358-221-5393-912

Reference the above position number in the “Job Title” section of the State application STD. 678.

**Send Application To**
California State Lottery
Attn: Human Resources Division (221)
P.O. Box 2630
Sacramento, CA 95812-2630

**Questions About the Job**
careers@calottery.com
(916)822-8370

**Who Should Apply**
Applicants must be state employees who are currently in the Staff Services Analyst or Associate Governmental Program Analyst classification, or have current list or transfer eligibility for appointment to this class. 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 general supervision of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) performs a variety of complex, consultative, technical and analytical projects in the areas of correspondence services, annuity payments, budgets, procurements, operations efficiency, division audits, business continuity and customer service. The duties listed are at the AGPA level and may be adjusted accordingly.

- Perform fiduciary work in connection with the weekly and/or annual payments to each grand prize winner or payee
- Process assignments and other transfers of Lottery prizes relating to voluntary and non-voluntary transfer of ownership of all or a portion of a Lottery winner’s prize payments
- Authorize weekly and annual annuitized grand prize payments
- Participate as a Project Team Member and/or Project Manager for projects in Finance
- Act as a liaison between Lottery Divisions and annuitant/or agents, such as attorneys, accountants, bank officers, etc.
- Resolve and/or respond to issues related to prizes in areas such as: 1) Legal-Court Orders as a result of Probate, Dissolutions, Money Judgments, Trusts, etc.; 2) Finance-Prize Payments, Tax issues, Automatic Bank Deposits; 3) Public Affair-Winner’s Handbook and other publications, Promotional Events; 4) Legislative Liaison-Proposed legislative changes affecting winners, investments or prize payments
- Respond to inquiries with Lottery payees, attorney’s, other state, city and county governmental agencies, the IRS, and other Divisions within the Lottery regarding issues related to annuity prizes after analysis of the payment file
- Performs various analytical assignments and special projects, as needed

**Desirable Qualifications**
Applicants applying for this position should have:
- Excellent written and verbal communication skills
- Strong interpersonal and organizational skills
- Demonstrated analytical and problem solving skills
- The ability to handle multiple projects simultaneously and meet deadlines
- Demonstrated proficiency with computer programs such as Word, Excel, and PowerPoint

**Equal Opportunity Employer:** The California State Lottery is an equal opportunity employer to all regardless of race, religion, ancestry, disability, age, sexual orientation, color, creed, national origin, sex, marital status or political affiliation.

**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.