

STATE OF CALIFORNIA

GOVERNOR'S OFFICE of PLANNING AND RESEARCH

CALIFORNIAVOLUNTEERS

Assistant Intergovernmental Program Analyst

Salary: \$3503-\$4556

Location: Sacramento

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

Background:

CaliforniaVolunteers is charged with increasing the number and impact of Californians involved with service and volunteerism throughout the state. They administer the AmeriCorps Program for the state, coordinates disaster volunteering and donations management, and guides policy development to support the nonprofit and service fields. CaliforniaVolunteers is overseen by a 25-member commission.

Under the general supervision of the CaliforniaVolunteer's Director of Administration and Programs, the Assistant Intergovernmental Program Analyst serves as the Program Officer and is responsible for ensuring grant monitoring and compliance for a portfolio of AmeriCorps programs and assists with the implementation, coaching, and training of these programs throughout the state.

Typical Duties include the following:

Grant Monitoring and Compliance

- Independently ensure funding accountability; understanding of and compliance with all applicable state and federal laws, rules, regulations, and contract provisions; progress towards performance measures; continuous improvement; and determine future funding eligibility;
- Monitor the progress of each program and assist/coach assigned programs to success;
- Plan and conduct site visits and audits, reviewing and analyzing program data, providing relevant information to programs, federal agencies, Commissioners, and other stakeholders;
- Participate in the development and preparation of planning and monitoring tools, such as program assessment and site visit reports;
- Implement program monitoring systems including site visit protocols, reporting and communication systems, databases, and performance ranking criteria;
- Meet regularly with fiscal staff on issues related to grant status, subgrantee monitoring, and planning for grantmaking processes.

Program Support and Training

- Link programs to encourage mentoring, peer coaching and the exchange of written materials;
- Identify technical assistance and training needs for all assigned programs; provide or broker the needed assistance;
- Attend regional and national meetings as requested;

- Assist with conferences, trainings, and meetings;
- Prepare program communications/findings (written and verbal);
- Manage phone calls and letters of inquiry from assigned programs/regions;
- Develop detailed letters, memos, and forms for support of and feedback on program progress and performance.
- Other duties as required.

Required Skills, Knowledge, and Abilities:

- Ability to analyze data and situations, draw sound conclusions, and take effective actions.
- Strong analytical skills.
- Ability to work an irregular and often demanding schedule with occasional travel.
- Ability to manage multiple projects at one time, particularly those that are high-profile and time-sensitive.
- Bachelor’s degree
- Computer skills
- Service program experience

Compensation and Benefits:

The State of California benefit package may include:

- Retirement contributions into the California Public Employees’ Retirement System.
- Vacation and Sick Leave or Annual Leave
- Professional Development Day – two day per fiscal year
- Medical, dental, and vision insurance
- Life insurance basic coverage of \$25,000 for supervisors, confidential, and excluded employees.
- Voluntary enrollment into a deferred compensation program, Long-term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Service Plan.
- This position is exempt from Civil Service.

Final Filing Date:

October 20, 2014

Review and Selection Process:

Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Assistant Intergovernmental Program Analyst serves at the pleasure of the Governor and is an “Exempt” position, therefore appointment to this position and salary are subject to executive approval.

How to Apply:

If interested, please submit a resume to:
 Anthony Chavez, Director of Administration and Programs
 CaliforniaVolunteers
 1400 10th Street, 2nd Floor
 Sacramento, CA 95814

Questions may be directed to Anthony Chavez@cv.ca.gov