**JOB OPPORTUNITY BULLETIN**

**Class:** Student Assistant  
**Tenure:** Temporary  
**Time Base:** Intermittent  
**Salary:** $9.00 - $12.13 per hour  
Salary is based on a combination of completed college units and hours worked.

* There are three positions available  
** Positions are located in the Los Angeles Office

Under the close supervision of the Executive Director and in learner capacity, this position will learn to perform duties for the State Charter School Facilities Incentive Grants Program which provides Federal funds as facilities aid to California public charter schools.

**DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Review applications for grant funding to determine eligibility, award amount and legal status based on established statutory and regulatory requirements (Federal and State); prepare reports and make recommendations thereon for the Executive Director, Authority members and U.S. Department of Education for consideration and presentation.

- Provide review of application documents; make content judgment on documents to ensure that the interests of the Authority, the State and the U.S. Department of Education are clearly represented and that any and all financial computations are accurate; advise the Executive Director on the status of each application, including standing with the chartering entity, level of low income students served, and overcrowding in the district, legal status, etc.

- Coordinate the collection and distribution of information from charter schools, school districts, various State and Federal agencies, and other interested parties. Prepare and monitor grant agreements with sub grantees to carry out the responsibilities of the Authority, including conducting due diligence of sub grantees’ eligibility and processing semi-annual or quarterly disbursements, as specified.

- Maintain data bases and other processes necessary to record, monitor and report on the status of all grant funding provided to sub grantees and available under the grant program.

- Assist with any rulemaking process necessary to amend the regulations required for the State Charter School Facilities Incentive Grants Program.
• Research alternative methods for determining a charter school’s level of service to California public school pupils who meet the definition of low-income; and the school district’s level of overcrowding.

To view a copy of the duty statement, please visit www.treasurer.ca.gov/careers.

**DESIRABLE QUALIFICATIONS:**

• Computer skills, including PC word processing and spreadsheets.
• Ability to communicate effectively, as well as to establish and maintain cooperative working relationships with others contacted daily.
• Good work habits and dependability.
• Ability to gather data.
• Ability to work independently and accurately under very restrictive time frames, while adjusting to changing conditions.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are currently enrolled in a minimum of 6 college units. Transcripts and proof of enrollment are required. Please complete the Standard State Application (Form 678), https://jobs.ca.gov/Profile/StateApplication

Please write “298-XXX-4870-900” on your application/resume.

**FINAL FILING DATE:**

State application must be received or postmarked by **April 3, 2015**. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

**SUBMIT APPLICATIONS TO:**

Michelle Bell  
Personnel Office  
State Treasurer’s Office  
915 Capitol Mall, Room 538  
Sacramento, CA  95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and 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. CSFA complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.

CSFA: sz  
03/17/15