DESCRIPTION OF DUTIES:

Under general direction of the Legislative Director, independently performs complex analytical and research projects; makes recommendations and develops reports on policies for the legislative office. Duties include but are not limited to:

DESCRIPTION OF ESSENTIAL FUNCTIONS

- Independently reviews, researches and analyzes legislation.
- Performs legislative tracking functions for the State Treasurer's Office and its financing Authorities.
- Monitors legislative proceedings and develops written communications pertaining to legislation.
- Independently performs policy research and makes recommendations to the Legislative Director consistent with the State Treasurer's policies and goals.
- Develops and maintains tracking system on key STO policy initiatives.
- Consults with and provides technical information to departmental officials and financing authority directors.
- Writes memos relating to policy research performed.

DESIURABLE QUALIFICATIONS:

- Ability to manage multiple projects simultaneously, including exercising judgment to prioritize competing demands.
- Ability to establish and maintain cooperative relationships with those contacted.
- Ability to work independently and under pressure.
- Ability to recognize problems and take action to correct them.
- Ability to communicate effectively, both orally and in writing.
- Ability to recognize issues of political sensitivity and to use tact and discretion when discussing them.
- Ability to work with Microsoft Word, Excel and Access or similar applications.
- Professional demeanor and flexibility in the face of frequently changing circumstances.
- Good attendance.
- Neat personal appearance.
Conditions of Employment:
Fingerprinting and Background Check are required.

Who Should Apply:
Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst or Associate Governmental Program Analyst. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer’s Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Please provide proof of meeting the educational requirements of the classification you are applying for (i.e., college degree or transcripts of completed number of units or showing degree obtained). Also, list “AGPA 820-120-5393-001” or “SSA 820-120-5157-XXX” on your application/resume.

Final Filing Date:
State applications will be accepted until filled. 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. STO 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.

EO:cs
05/26/15