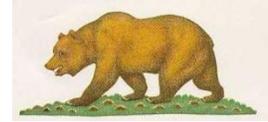


MILITARY DEPARTMENT
Job Opportunity



ANNOUNCEMENT #2012-52

Date of Announcement: October 11, 2012

THE MILITARY DEPARTMENT IS THE STATE FUNCTION OF THE CALIFORNIA ARMY AND AIR NATIONAL GUARDS. **Successful Candidate must be able to pass Live Scan and a National Agency Background Check.**

POSITION: Associate Governmental Program Analyst **SALARY:** \$4,400 - \$5,348

LOCATION: California Military Dept (CMD), Environmental, Mather CA – *Free Parking*

CONTACT: Ms Salli Curchin (916) 854-3026 **FILE BY:** October 26, 2012
Please complete an online State Application (Form 678) available from www.jobs.ca.gov and submit to this department by mail or deliver in person by the file by date:

**Military Department
State Personnel Programs
9800 Goethe Rd, Box 27
Sacramento, CA 95827**

Duty Statement:

60%	Under the guidance and direction of the Director of Environmental Programs develop, implement, and manage the Environmental Directorate budget and accounting systems. Manage resources and requirements under the Master Cooperative Agreement in accordance with State, Federal and National Guard Bureau (NGB) requirements and regulations (NGR5-1/ANGI 63-101). Develop and maintain annual execution plans and a multi-year reconciliation program to meet requirements of the United States Property and Fiscal Office (USPFO), State Comptroller, and NGB. Develop and analyze budget related reports and documents; advise management on fiscal affairs and budget execution. Develop and maintain project records to satisfy audit review. Oversee and act as lead for contracting and procurement requirements of the Environmental Directorate. Review and authorize project approval requests and both state and federal funding documents.
35%	Oversee and act as lead for administrative operations of the Environmental Directorate. Develop and implement operating policies and procedures pertaining to fiscal and administrative operations. Act as lead over Environmental Operations NCO. Review and maintain records on environmental permit payments, staff training and staff travel. Represent the directorate at meetings and conferences related to state and federal budget.
5%	Other duties as required.

Please state the source of your eligibility (i.e., List eligibility-if list eligible please include your exam results if you have them or tell us who you tested with, SROA or surplus employee, reinstatement, lateral transfer, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. When applying list the announcement number by the classification on your application/resume, i.e. Associate Governmental Program Analyst 2012-52.

RELOCATION EXPENSES WILL NOT BE PAID

WHO SHOULD APPLY: Applicants must be a current state employee, a former state employee, or be on an employment list for this classification in order to apply for this position. If applying under list eligibility, this means you took a state exam for this job classification. Please include your exam results if you have them or list who you tested with. Applications will be screened and only the most qualified will be contacted for interview. **All appointments are subject to State Restriction of Appointment (SROA) provisions.**

DESIRABLE QUALIFICATIONS: Willingness to work in a military environment.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.