



California Housing Finance Agency

Job Opportunity

Staff Services Analyst (General) Vacancy #494

Salary Range	\$2945 - \$4788
Final File Date	February 22, 2016
Division	Administration Division, Budgets and Contracts
Specific Location	500 Capitol Mall, Downtown Sacramento
Tenure & Time base	Permanent & Full Time
Number of Positions	One
Questions?	Contact 916-326-8025 or Recruitment@calhfa.ca.gov for questions. California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929 or from voice phones: 800-735-2922.
Eligibility	<p>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p>Non-State Employees: To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our website's exam page at http://www.calhfa.ca.gov/about/employment/exams.htm and on the Careers in California Government website: https://forms.spb.ca.gov/bulletins/ejv.cfm?criteria=0&loc=0&dept=4399.</p> <p>To learn more about exams, how to get a job with the state and the state's hiring process in general, visit the FAQ page: https://jobs.ca.gov.</p> <p>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN THE "EXPLANATIONS" BOX OF YOUR APPLICATION – ATTACH A COPY OF YOUR EXAM RESULTS OR SURPLUS LETTER. APPOINTMENT MAY BE SUBJECT TO SROA/SURPLUS RESTRICTIONS. ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED CANDIDATES WILL BE INTERVIEWED. CANDIDATE MAY BE SELECTED BY APPLICATION MATERIAL REVIEW ONLY.</p> <p>RESUMES ONLY WILL NOT BE ACCEPTED. A STANDARD STATE APPLICATION IS REQUIRED. IT IS OKAY IF A RESUME IS SUBMITTED IN CONJUNCTION WITH AN APPLICATION.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034</p> <p>Applications are available at the California Department of Human Resources website at https://jobs.ca.gov.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #170, STAFF SERVICES ANALYST (GENERAL).</p>
Duties	<p>The Administration Division is responsible for all administrative functions including Budgets, Contracts and Facilities Management/Business Services. Under the direction of the Staff Service Manager II within the California Housing Finance Agency's Budgets and Contracts Section, the incumbent is responsible for assisting in the development, preparation, and administration of the Agency's contractual obligations and annual operating budget. The incumbent is required to have the ability to communicate verbally and in written form, clearly, and positively with all levels of staff and with CalHFA business partners.</p> <p>Assist the Contract Analyst in the development, execution, and maintenance of the California Housing Finance Agency's (CalHFA) contracts and contract amendments. Analyze contract requests to determine method of solicitation used, type of contract, and verify compliance with State and Federal law, advertising requirements, and Special Programs application (Small Business, Microbusiness, Disabled Veteran Business Enterprise, etc.). Assist the Contract Analyst in the development of scope of work; identify deliverables and associated timeframes, terms and conditions, method of payment, and staffing and budget requirements. Assist the Contract Analyst with analysis of bids, requests for qualifications, and requests for proposals. Gather from</p>

<p><i>An equal opportunity employer to all regardless of race, color, religion, sex, gender identity or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation, or genetic information.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>project managers all supporting documentation and assist with staff and vendor communications. Ensure proper execution of the competitive solicitation process. Research, analyze, and develop solutions to contract-related issues. Assist with the coordination and administration of the contract process with Agency staff and external vendors and monitor progress. Research and identify procurement resources to assist staff with requests for services. Prioritize contract requests based on established processing timeframes and notify project managers of estimated completion schedule. Work closely with the Contract Analyst and the General Counsel Division to obtain guidance regarding legal issues and contract negotiations. Ensure contract processing and execution is timely and appropriate approvals are obtained. Review completed staff documentation, executed contracts, and contract amendments for quality assurance.</p> <p>Assist the Budget Analyst in the development and preparation of the Agency's annual operating budget for approval by CalHFA Board of Directors, including proposed and new budget schedules and reports. Help develop and prepare the Agency's annual budget allocations for each division/program as approved by the Board. Track and monitor expenditures on a monthly basis including all contract information and expenditures. Analyze and make recommendations on budget changes requested by the various divisions. Review historical budget and expenditure data to identify trends and prepare reports for management. Participate in meetings with divisions as needed to reconcile or address budget issues. Analyze, develop, and refine methodologies to assign expenditures for cost centers in the Agency. Assist the Budget Analyst in the preparation of the Agency's budget for display purposes in the annual Governor's Budget. Duties may include completion of various budget drills, researching issues, and responding to requests from various control agencies, and other business partners.</p> <p>Assist with special projects that aim to continuously improve internal contracting processes within CalHFA and projects focused on achieving overall business process improvements and best practices in contracting. Assist with maintaining the contract process, policies and procedures and provide training to staff regarding the contract process. Act as back up to the Contracts Analyst.</p> <p>Assist with the coordination of all payments per the contractual obligations with Fiscal Services, assuring that funds are available and invoices are paid within the terms of the contract. Works with Fiscal Services to ensure invoice details align with the terms of the contracts prior to submitting to the Project Manager for approval. Monitor contract expenditures, deliverables, and timeframes and prepare/present related recommendations to budget staff.</p> <p>Provide support to Facilities Management/Business Services as needed. Act as the liaison for the Budgets and Contracts section in the Agency wide Electronic Content Management (ECM) project. Participate in other special projects, attends staff meetings and training, provides work status reports, and performs other related duties as assigned. Stay abreast with current knowledge of policies and procedures.</p>
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2/5/2016