

CALIFORNIA STATE AUDITOR
JOB OPPORTUNITY

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Permanent – Full-Time



DUTIES:

The Office of Public Affairs and Quality Assurance provides strategic direction, consults and advises the State Auditor on public affairs and public information issues, professional industry standards, and quality control issues as they affect the overall programs and policies of the organization. Under the direction of the Chief of Public Affairs and Quality Assurance, the incumbent is responsible for a variety of duties supporting the office's public affairs and quality control functions. This position requires the incumbent to work cooperatively with others; communicate effectively both orally and in writing, exercise good judgement, and maintain regular, consistent attendance. The duties range in scope and encompass social media marketing and communication; general public affairs responsibilities; and policy and procedures development and management. Specific duties include, but are not limited to:

- Develop, maintain, analyze, and advance marketing and digital communication strategies and policies for a sustained and consistent digital presence on all California State Auditor (office) social platforms.
- Analyze, evaluate, and monitor content and visual elements for all digital products ensuring optimized presence, uniform style, and consistency in messaging while strictly adhering to office policies, Americans with Disabilities Act accessibility standards and best practices.
- Work collaboratively with office units to evaluate and update digital products, create new and engaging visual designs and content, and optimize information architecture and page layouts for exceptional user experience.
- Track, collect, and analyze social media metrics and industry standards (i.e., digital content performance) and create and recommend strategies for new content, placement, and utilization of platforms.
- Coordinate and track the office's social media marketing and digital communication projects keeping stakeholders apprised of activities, shepherding projects, and analyzing outcomes.
- Plan, develop, and analyze various types of materials used to promote our office, brief officials, inform stakeholders, and recruit candidates.

OUR MISSION:

The California State Auditor promotes the efficient and effective management of public funds and programs by providing citizens and the State independent, objective, accurate, and timely evaluations of state and local government activities.

Position Number 339-100-5393-900
Job Control – JC 130322

SALARY

\$ 5,125 – \$ 6,415

All positions are located in
Sacramento, CA.

Final Filing Date:

November 15, 2018



auditor.ca.gov

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DUTIES continued:

- Respond to a wide variety of external inquires, in both oral and/or written form.
- Analyze and respond to California Public Records Act (Act) requests, and ensure the office meets all statutory responsibilities covered under the Act.
- Review, edit, and approve posting of all audit report recommendation responses submitted through our office's recommendation database.
- Review, develop, and analyze office policies and procedures working closely with executive and office management; oversee and support the development and maintenance of content for the office's policies and procedures manual ensuring content is accurate and relevant.
- Work collaboratively with office units to evaluate, revise, update, monitor, and maintain the office's intranet site ensuring the most relevant and current information is displayed; make recommendations for content and in optimizing the user experience.

DESIRABLE QUALIFICATIONS:

- Experience in developing marketing materials or messaging utilizing various modes of communication such as print and social media.
- Demonstrated analytical skills, including the ability to use good judgment when analyzing data and situations, draw sound conclusions, and take effective action.
- Ability to produce accurate and high quality work products.
- Ability to speak and write professionally and persuasively.
- Exceptional interpersonal skills including the ability to interact with individuals at different organizational levels.
- Ability to take initiative and work independently and in a team environment.
- Excellent organizational skills including the ability to prioritize assignments and manage multiple tasks.
- Demonstrated proficiency in using Microsoft office software.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the California Department of Justice to disclose criminal records prior to appointment. All State Auditor's Office employees are excluded from collective bargaining.

APPLICATION REQUIREMENTS:

To be considered, you must submit a signed state application (Std. 678) and Statement of Qualifications (SOQ). The SOQ is a narrative discussion of how your education, training, experience, and skills meet the desired qualifications and qualify you for the position. The SOQ serves as documentation of your ability to present information clearly and concisely in writing and should be typed and no longer than two pages in length.

Send a completed STD.678 and SOQ to:

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814
Or

HR@auditor.ca.gov

You may also apply electronically through your Cal Career account on the California Department of Human Resources website.

SELECTION PROCESS:

The California State Auditor is part of the merit-based California civil service selection system. The civil service selection system consists of two simple steps: exams and hiring. This job announcement is part of the hiring step in the process. If you have not yet completed the exam for this position, please visit: <https://jobs.ca.gov> to take the exam. You can still apply for the position but must complete the exam process before you will be considered for a hiring interview.

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California Relay Service:

1-800-735-2929 (TTY)

1-800-735-2922 (Voice)

For more information contact:

Olivia Maloney

(916) 445-0255, ext. 581

OliviaM@auditor.ca.gov

WHO MAY APPLY:

Current state employees with status in the Associate Governmental Program Analyst classification (class), lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this class may apply. All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

The State of California is 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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. 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.