



JOB OPPORTUNITY



DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

Bulletin #13-05

CLASSIFICATION: Associate Governmental Program Analyst

TENURE/TIMEBASE: Permanent/Full-Time

FINAL FILING DATE: August 30, 2013 or Until Filled

SEND APPLICATION TO: Department of Community Services & Development
Human Resources Office
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

CONTACT PERSON: Felicia Young
(916) 576-5296
CA Relay Svs Voice: 1-800-735-2922
TTY: 1-800-735-2929

Please identify Bulletin #13-05 on your application and clearly state the basis of eligibility (i.e. SROA, List, Transfer, or Reinstatement) on the application (Std. 678). Appointments may be subject to SROA/Surplus restrictions. SROA and Surplus applicants must submit a copy of their letter with their application. Failure to provide this information may result in automatic disqualification from the hiring process.

The Department of Community Services and Development (CSD) is the State's leading anti-poverty agency, and administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty. **All positions at CSD are 100% federally funded.**

What Does Working at CSD Offer? Please apply if you appreciate:

- Meaningful work.
- Highly interactive teamwork and project-based management.
- Opportunities for significant responsibility, creativity and decision-making for self-starters.
- Work environment that emphasizes customer service and accountability to local community based organizations, funding sources and the public.
- Small, friendly headquarters where everyone matters.
- Being a part of making a difference in the lives of California low-income.
- **Free parking.**

What Is this Job?

The position is under the direction of the Staff Services Manager I, Program Policy and Development Unit, the incumbent is responsible for performing a variety of technical and analytical duties pertaining to the Department of Energy Weatherization Assistance Program (DOE), Low-Income Home Energy Assistance Program (LIHEAP), and other energy programs.

For a detailed duty statement of this position please visit the department's website at:
<http://www.csd.ca.gov>.

The Department of Community Services and Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free 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 laws of the state, the rules governing civil service and the special trust placed in public servants.

PLEASE NOTE:

- Possession of minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.