ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary: $4,488 – $5,618  Work Hours: 8:00 a.m. – 5:00 p.m.
Tenure/Timebase: Permanent/Fulltime  Final Filing Date: April 10, 2015
Contact: Ashim Gardner  Office/Location: Commission on Teacher Credentialing
(916) 324-3937  Professional Services Division
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Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a Special Funded agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

DUTIES:
Under direction of a Staff Services Manager II, Professional Services Division, the Associate Governmental Program Analyst is responsible for the following:

- Provides program assessment support to administrators and consultants. Facilitates program assessment reviews, and develops and maintains procedures for tracking and maintaining information about progress of reviews. Creates program assessment status reports for administrators and consultants. Defines electronic record standards for accreditation system (approximately 262 program sponsors), and maintains and improves systems to automate processes and enters records, tracks, and creates reports in a shared environment using complex databases. Prepares reports and reference materials, and reviews and writes unit procedures. Provides general guidance to program sponsors working on Year 4 accreditation activities. Coordinates and maintains program processes, provides training and assistance to staff as necessary.

- Works with lead consultant with preparation and submission of PSD agenda items for CTC public meetings. Provides written information to Executive office on upcoming agenda items, item descriptions and materials to prepare for the chair of the Professional Services Committee prior to the CTC meeting, reviews items for content and format, and advises the Division Director in decision making authority with respect to agenda preparation. Maintains electronic copies of final agenda documents on shared drive.

- Works with lead analyst and/or consultant with preparation and submission of agenda items for Committee on Accreditation public meetings. Provides written information to Executive office on upcoming agenda items, item descriptions and materials prior to the Committee’s meeting, reviews items for content and format, and advises the Division Director in decision making authority with respect to agenda preparation. Maintains electronic copies of final agenda documents on shared drive.

- Redevelops and edits accreditation and standards-related documents posted on the website such as handbooks, submission guidelines, forms, and information materials for use by the general public.

- Independently and as part of a team, reviews incoming PSD correspondence on issues/concerns regarding program policy or practices and determines appropriate course of action. Prepares responses for review by Division Director as necessary. Analyzes most complex correspondence and determines type of response needed from consultant with applicable program expertise. Monitors and maintains file of division responses, and analyzes and reports to division leadership on types of programmatic issues involved. Conducts independent research on special projects for administrators and consultants. Assists with responding to a variety of questions sent to the Accreditation Info and PSD Info mail boxes.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
Develops and updates PSD materials posted to the CTC’s webpage and acts as liaison with Enterprise Technology Support Services for electronic archival of CTC website. Using complex databases, accurately update program sponsor records for automatic display on the Commission’s website.

Works with Administrators and lead consultants in overseeing the accreditation activities related to Biennial Reports and Initial Program Review through the planning, coordination, scheduling, analyzing, writing of reports, and tracking incoming documents submitted by approximately 262 program sponsors.

Organizes and participates in program meetings, unit meetings and performance improvement meetings and may serve on ad hoc committees as needed. May organize, participate and support the activities of CTC-sponsored advisory panels and workgroups. Acts as back-up as needed for technology assistance for PSD webcasts and videoconferencing.

Some travel may be required. Other related duties as required.

DESIRABLE QUALIFICATIONS:

- General knowledge regarding data collection and analysis, accreditation system and cost recovery activities, technical report writing, regulatory and legislative process and project and database management. In addition, the incumbent must possess knowledge and an understanding of the accreditation system.
- Ability to effectively exercise excellent judgment within assigned scope of authority and to handle sensitive issues with tact and diplomacy
- Ability to evaluate complex issues and problems and synthesize multiple sources of information in order to provide analysis and recommendations
- Demonstrate a high degree of initiative and responsibility
- Demonstrate analytical and organizational abilities
- Demonstrate fluency with Microsoft Office applications and databases
- Perform well in a fast paced and multi-tasking environment
- Demonstrate excellent written communication skills and experience in writing complex and analytical technical reports

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is Required.

WHO MAY APPLY:
Individuals who possess the desirable qualifications listed above, and are currently at the Associate Governmental Program Analyst classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State restriction of Appointment (SROA).

IMPORTANT NOTE:
Interested applicants must submit a State Application form, STD 678, addressed to Commission on Teacher Credentialing, Office of Human Resources at 1900 Capitol Avenue, Sacramento, CA 95811-4213, Attention Ashim Gardner, postmarked no later than the final filing date. Emailed or faxed applications will not be accepted. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and write “RPA No. 15-038” on their application. Applicants may be required to supply verification of minimum qualifications (i.e. transcripts) upon request. The applications will be screened and only the most qualified applicants will be invited for an interview.