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.

Bulletin Release Date: May 21, 2015  
RPA No. 15-051

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.

**STAFF SERVICES ANALYST**

<table>
<thead>
<tr>
<th>Salary:</th>
<th>$2,873.00 - $4,671.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure/Timebase:</td>
<td>Permanent/Fulltime</td>
</tr>
<tr>
<td>Work Hours:</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Final Filing Date:</td>
<td>June 4, 2015</td>
</tr>
</tbody>
</table>
| Contact:      | Ashim Gardner  
(916) 324-3937  
agardner@ctc.ca.gov |
| Office/Location: | Commission on Teacher Credentialing  
Fiscal and Business Services  
1900 Capitol Avenue  
Sacramento, CA 95811-4213 |

**DUTIES:**

**ESSENTIAL FUNCTIONS**

**Accounts payable:** Submits invoices for payment. Serves as liaison between Department of General Services - Contracted and Fiscal Services (CFS) and Commission on Teacher Credentialing to resolve invoice disputes or discrepancies. Creates and submits check requests to CFS for payment. Creates and submits disencumbrance requests to CFS for processing. Coordinates Payee Data Records (STD 204) for all goods-related vendors. Ensures data is entered into BET so the Commission staff has the most current information for each vendor account.

**Cashiering:** Acts as the lead over staff in the Cashiering Unit. Regularly performs a variety of the most difficult cashiering, and banking functions. Consistently exercises a high degree of initiative, independence, and originality to process applications, answer staff questions, and resolve payment discrepancies. Answers processing questions from unit staff and other Divisions. Processes payment rejections using Siebel database, initiates Non-Sufficient Funds letters for checks returned by Department of General Services and performs Collections on Educators as needed. Compiles statistics and prepares various Cashiering Reports as needed.

**Monitor Exam and Application Revenues:** Receives and reviews exam data received from exam contractor. Compiles monthly revenues and candidate numbers. Extracts application data from Siebel system. Inputs data into monthly tracking spreadsheet and analyzes trends in applications.

**Local Assistance and Other Programs:** Close-out fiscal operations of local assistance programs, including the Paraprofessional Teacher Training Program. Manage repayment of local assistance funding as needed. Maintain accurate records of abatements. Schedule payments to County Offices of Education for assignment monitoring; ensure reimbursement funds received by the Commission are appropriately recorded.

**MARGINAL FUNCTIONS**

**Business Services:** Provides back-up assistance as needed to support business services activities of the division, including but not limited to property management and security, mailroom and vendor services, and responding to facility requests. Must be available for call back to office for building emergencies outside of normal work hours.

**Special Projects:** Participates as a Subject Matter Expert for special projects and assignments.

**KNOWLEDGE AND ABILITIES**

Knowledge of: Principles, practices, and trends of public and business administration, management, and
supportive staff services such as accounting, cashiering, and related analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex accounting and cashiering problems; develop and evaluate alternatives; analyze data, write analyses, present ideas and information effectively; consult with and advise staff or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

DESIRABLE QUALIFICATIONS
- Comprehensive knowledge of the Commission’s mission, goals, and objectives
- Ability to plan and organize assignments, reason logically and creatively and utilize a variety of techniques to resolve problems
- Ability to communicate effectively, both orally and in writing, with agency managers and other staff on issues or problems, provide detail instructions and conduct training sessions to staff on fiscal matters, and analyze situations accurately and adopt an effective course of action
- Ability to reconcile bank records and balance accounting schedules

SPECIAL PERSONAL CHARACTERISTICS
Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

INTERPERSONAL SKILLS
Demonstrates a commitment to performing duties in a service-oriented manner.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES
Work Environment:
- Vacations and time away from the office may be restricted during peak times where attendance at meetings is required and for fiscal year-end closing. Regular and punctual attendance is required.
- Incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.
- Incumbent may be required to sit for long periods of time using a keyboard and video display terminal.
- Occasional overtime may be required for fiscal year-end closing and budget development.

Physical Ability
- Ability to sit for prolonged periods.

Mental Ability
- Incumbent must be able to concentrate and meet strict deadlines.
- The position requires interaction with people at all levels where it is extremely important that the incumbent work with others in a cooperative manner.

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

PERSONAL CONTACTS
Has daily contact with Commission management and staff and occasional contact with other state agencies.

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES
The position is the full journey level and therefore has a significant amount of independence and responsibility. The incumbent’s actions could have agency-wide impact but the work is ultimately overseen by the SSMI, minimizing the consequence of error.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is Required.

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.

Bulletin Release Date: May 21, 2015
RPA No. 15-051
WHO MAY APPLY:
Individuals who possess the desirable qualifications listed above, and who have list, transfer, or reinstatement eligibility to the Staff Services Analyst classification may apply. The appointment is subject to the State Restriction of Appointment (SROA).

FILING INSTRUCTIONS:
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. 15-051” 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.