

**State of California**  
**AGRICULTURAL LABOR RELATIONS BOARD**

**JOB OPPORTUNITY ANNOUNCEMENT**

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**DATE:** July 14, 2015

**FINAL FILING DATE:** July 31, 2015, or until filled

**POSITION: STAFF SERVICES ANALYST (GENERAL); OFFICE OF THE GENERAL COUNSEL  
VISALIA REGIONAL OFFICE**

**SALARY: RANGE A: \$2,945.00 - \$3,690.00**

**RANGE B: \$3,189.00 - \$3,992.00**

**RANGE C: \$3,824.00 - \$4,788.00**

**LOCATION: Visalia, CA (Tulare County)**

**WHO MAY APPLY:** Current State employees in transferable classifications and non-State workers list eligible in the qualifying classification of Staff Services Analyst. Basis of eligibility must be indicated on state application for all applicants. Applicants must meet minimum qualifications for the SSA classification; qualified applicants will be interviewed. Appointment is subject to State Restriction of Appointment (SROA) provisions.

**DUTIES AND RESPONSIBILITIES:** Under the direct supervision of the Regional Director, and the general supervision of the General Counsel, the incumbent provides analytical support for the Regional Office. Duties include, but are not limited to, providing analytical support for projects, including primary responsibility for the tabulation of ALRB workload data, including identification of resource gaps; collection of metrics; evaluation and adaptation of metrics depending on Department needs. The incumbent must be able to independently analyze data, research and provide recommendations regarding information gaps and propose alternative data collection categories to fill information gaps. Additionally, the incumbent will be responsible for compiling mandatory reports for control agencies. The position requires the ability to exercise independence, work under pressure, and apply tact, discretion and initiative in performing the assigned duties. Essential Functions include but are not limited to preparation of documents, under instruction, for administrative proceedings before the Board of the ALRB; Superior Courts, and Courts of Appeal. High level of organization and ability to prepare and maintain office files. Finally, the incumbent will assist with phones, document tracking, legal filings, travel, and other projects as needed.

**DESIRABLE QUALIFICATIONS:** Spanish bilingual fluency is strongly preferred. This position requires being very organized with excellent attention to detail. Please describe in your cover letter how your particular experiences and skill set makes you a good fit with our agency's mission and goals.

**SEND APPLICATION, A WRITING SAMPLE (PROFESSIONAL OR ACADEMIC), COVER LETTER, AND RESUME TO:**

Agricultural Labor Relations Board  
Attn: Jonathan Bernstein, Personnel Office  
1325 J. Street, Suite 1900  
Sacramento, CA 95814  
Phone: (916) 651-7608

**NOTE:** No moving or relocation expenses will be paid by the department.

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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.

California Relay/TDD 1-800-735-2929 or 1-800-735-2922 (Voice)