

**State of California**  
**AGRICULTURAL LABOR RELATIONS BOARD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

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**DATE:** July 13, 2015

**POSITION:** STAFF SERVICES ANALYST (GENERAL)

**LOCATION:** ALRB ADMINISTRATION UNIT: SACRAMENTO HEADQUARTERS

**SALARY:** STAFF SERVICES ANALYST: \$2945.00-4788.00 per Month

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Services Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however only the most qualified candidates will be interviewed. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.

**DUTIES AND RESPONSIBILITIES:** Under the general direction of the Chief of Administration, the Business Services Officer (SSA) position is responsible for all business services functions for the Agricultural Labor Relations Board (ALRB). The incumbent independently performs various technical and analytical business services tasks. Performance of duties requires an in-depth understanding of applicable Department of General Services and control agency procurement, fleet, facility, record, and property rules and applicable sections of the State Administrative Manual. This position requires the ability to be tactful, diplomatic, work effectively with a wide variety of control agencies, board members, managers, staff and the general public. Duties include, but not limited to the following:

Processes FI\$Cal purchase requisitions, prepares FI\$Cal purchase orders, and sends executed purchase orders to vendors. Maintains an inventory of items purchased. Projects annual purchasing volume of the Board for planning and budgeting purposes. Ensures proper purchasing procedures are followed in accordance with procurement guidelines, State Administrative Manual and other State mandates (i.e., recycled products requirements, small business participation, etc.) Prepares Department of General Services "Service Request," logs requests, and ensures the Board has been properly invoiced. Review requests and schedules reproduction services and printing services. Processes service contract requests, prepares service contracts and monitors the contract process, which includes but not limited to, the development of competitive bid proposal packages, advertising in the contract register, etc. Incumbent is responsible for Fleet Coordination of the ALRB; coordinates with DGS Fleet for state owned vehicles. Oversees Bureau of Automotive Repair vehicle reporting and annual smog checks. Oversees Defensive Driver certifications and reporting. Oversees the Voyager Card Program and reporting. Completes all Fleet reporting for ALRB. Develops and maintains the Department Policy and Procedures pertaining to the Business Services duties described herein. Prepares various mandated reports related to business services functions such as, but not limited to: SB/DVBE Annual Report, Cal-Recycle Report, OFAM Reporting, Defensive Driving Report, etc. Maintains and updates business services databases (i.e., equipment, supplies and keys.) Performs physical inventory and reconciles property to the accounting records

**DESIRABLE QUALIFICATIONS:** Demonstrated capacity for development and willingness and ability to accept increasing responsibility; exceptional communication/interpersonal skills.

**FINAL FILING DATE:** July 30, 2015, or until filled

**SEND APPLICATION AND RESUME TO:**

Agricultural Labor Relations Board  
1325 J Street, Suite 1900  
Sacramento, CA 95814  
Attn: Jonathan Bernstein, Personnel Department

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

**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.**