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JOB OPPORTUNITY

Department:	Food and Agriculture
Division:	Division of Fairs and Expositions
Tenure/Time Base:	Permanent/Full-Time
Classification:	Staff Services Analyst (G)
Salary:	\$2817 - \$4446
Location:	Sacramento

ISSUE DATE: 05/10/10

FINAL FILING DATE: Until filled

THE POSITION: Candidates must perform the following essential functions with or without reasonable accommodations.

Under the direction of the Asset Management (Special Assistant), Fiscal Operations Unit, incumbent will perform the following duties:

Regularly participates in policy development meetings; Develops discretionary funding program criteria for management consideration, Develops policies and procedures for the review, analysis, and approval of funding requests from eligible fair entities; Prepares the annual funding program criteria and application instruction package; On-going evaluation of existing funding program policies and procedures, resources, and changing program priorities; Serves as the Division's primary liaison to the three non-state organizations that provide support services to the fairs for implementation of Fair Funding Programs; Coordination activities in response to project status updates, requested project change orders and budget to actual variances. Prepares funding commitment documents and correspondence to fair CEOs and boards of directors; On a daily basis is the initial point of contact for information and service requests from fair entities for the Asset Management Program. Provide prompt response to fairs. independently conducts in-depth review and analysis of complex project proposals/requests from fairs and prepares recommendations for management; review and analysis focus on the financial and operational viability of submitted proposals, budgetary considerations and matching funds from the fairs, and cost justifications; Identifies and participates in the resolution of issues involving project funding, customer service and project delivery; Track and maintains logs of funding requests, and funding program distributions; prepare periodic reports for management; Coordinates the proposal analysis and selection process; preparing the summary analysis and recommendations for investment outlay, cost of project, means of financing and cost of capital, profitability, project break-even point, cash flows, and worthiness of proposed capital investments judged in terms of various criteria of merit; Participates in project proposal review committees; Engage in special projects related to the Division's mission of creating a framework for administration of the network of California fairs; providing incentives to fairs to seek matching funds and generate new revenue from a variety of sources; Special projects will include, implementation of a new database system for tracking, and assistance in preparing grant applications; Develops and prepares discretionary funding program criteria; On-going evaluation of existing funding program policies and procedures; Other duties as required. Duty Statement available upon request.

Prior to hiring from the promotional list, all State Restriction Of Appointment, Reemployment, and Surplus candidates will receive first priority with the option to waive the offer. Applicants will be screened and only the most qualified will be interviewed.

WHO SHOULD APPLY: Those who are eligible on a certification list for the above class or eligible to laterally transfer may apply for this position. Training and Development assignments and/or alternative classifications may be considered. Applications will be screened and only the most qualified will be interviewed. If interested, please submit a completed standard State application (Form 678) to: California Department of Food and Agriculture, Division of Fairs and Expositions, 1010 Hurley Way, Suite 200, Sacramento, CA 95825, **Attn: Linda Von Schoech**, Telephone: (916) 263-2935, email: lvonschoech@cdfa.ca.gov or Facsimile: (916) 263-2969