California Department of Corrections and Rehabilitation

Searching for innovative minds to help reimagine Human Resources!

The California Department of Corrections & Rehabilitation has an opening for a Associate Governmental Program Analyst* position on the Human Resources (HR) Accounts Receivable (AR)/Salary Advance (SA) team.

Do you have experience in solving complex problems dealing with multiple stakeholders? Are you passionate about developing policies and procedures to improve processes as it relates to tracking and collection of all outstanding AR/SA statewide? Are you ready for a new challenge in your career? If you have an eye for detailed, technical, customer service-related work, apply today!

As part of our HR AR/SA team, you will achieve excellence by ensuring we have a quality operation that focuses on providing outstanding customer service and monitoring our programs to identify deficiencies and training needs in the AR/SA collection process. As a member of this diverse team, you will also be providing statewide training on the Business Information System/Systems, Application, and Products aging report and disseminate monthly reports necessary to lead HR staff to ensure statewide consistency and compliances to eliminate outstanding debt.

Associate Governmental Program Analyst

Salary per month
$5,383 - $6,739

Examination: jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=9PB04

Job Posting: jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=267398

*Will Consider: Staff Services Analyst

Salary per month
$3,448 - $5,604

Examination: jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=7PB34

Benefits of Joining HR

- Promotional Opportunities
- Time off, including two weeks of vacation within the first year, paid holidays, and sick leave
- Teleworking
- Retirement Benefits through CalPERS, one of the largest and secure retirement funds in the nation. For more information about benefits: calhr.ca.gov/employees/Pages/salary-and-benefits.aspx

Apply using the State's two step process:

Step 1 - Take the Examination(s) (listed above)

To apply for the Return to Work Services positions, you must **successfully complete** the examination(s) listed above using your CalCareer account. If you do not have a CalCareer account, follow the **directions** on how to create one.

Step 2 - Apply for the Vacancies (listed above)

Use the Job Posting link(s) above to apply for the vacant position. **Note:** Be sure to follow **all** of the application steps in the job posting.

QUESTIONS?
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