



JOB OPPORTUNITY

SIERRA NEVADA CONSERVANCY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

PERMANENT
FULL-TIME

PERMANENT
INTERMITTENT

LIMITED-TERM –
LENGTH: _____

TAHOE CONSERVANCY PROGRAM ANALYST II

(This position may be downgraded for recruitment purposes)

Final Filing Date: Open Until Filled (Subject to Budget Approval)

Salary \$25.39 – \$30.85 hr.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Job Description (Typical Duties)

This position is located at the Sierra Nevada Conservancy (SNC) headquarters office in Auburn, CA. The working title for this position is Grant Evaluation Panel Coordinator. Under the general supervision of the Program Manager, the incumbent will work independently and with SNC Grants Administration staff to develop and have lead responsibility for the successful implementation of the grant application evaluation process for Competitive and Strategic Opportunity Grants – Category 1. The incumbent will help to develop all materials needed by the Grants Evaluation Panel including training materials, process outlines, and evaluation materials and forms. The incumbent is also responsible for scheduling, arranging logistics for, and providing initial one-day training for the Grants Evaluation Panel members; serving as primary liaison between the Grants Evaluation Panel and SNC Grants Administration staff including facilitating communication between the Panel and SNC staff and/or applicants, etc.; organizing, coordinating and facilitating a minimum of three Panel meetings; coordinating distribution of all documents to and from Panel members; coordinating and managing logistics for site visits by Panel members and SNC staff; and developing and presenting ranking and scoring reports, memoranda, and other materials as required by SNC Grants Administration staff and management.

Desired Knowledge, Skills and Abilities

Strong written and verbal communication and organizational skills; experience in facilitating small group discussions or planning, organizing and facilitating training activities. The ability to perform situational analysis, problem solve and make decisions; manage numeric information, and convey data accurately. Familiarity with the Sierra Nevada Conservancy and its grant programs.

To Apply

To be considered for appointment you must have: 1) permanent civil service status or reinstatement rights to this class; or, 2) be on an eligible list for this class; however, POSITION MAY BE DOWNGRADED FOR RECRUITMENT PURPOSES. Applications will be screened and only the most qualified candidates will be interviewed. All applicants must submit a STD 678 to:

Franchise Tax Board
Certification Unit
P.O. Box 550
Sacramento, CA 95812-0550

The Franchise Tax Board provides Human Resource support services for the Sierra Nevada Conservancy. Applications must be submitted through FTB. Contact for information: Rita Adair (530) 823-4708 See www.sierranevada.ca.gov for agency information