



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Associate Governmental Program Analyst
- **Working Title:** Federal Support Analyst
- **Salary:** \$5,383.00 - \$6,739.00 per month
- **Final Filing Date:** 08/04/21
- **Work Type/Schedule:** Permanent Fulltime
- **Work Location:** Sacramento County

Description:

Under direction of the Division of Federal Financial Assistance (DFFA), Federal Operational Support (FOS) Staff Services Manager I (SSM I), the Associate Governmental Program Analyst is responsible for a broad range of complex analytical assignments. The incumbent will serve as the liaison between DFFA FOS, Budget and Contracts, Legal Affairs Division, Communications, Information Technology Branch (ITB) and Human Resources Branch (HRB) to provide support services to staff and division management.

Desirable Qualifications:

- Excellent analytical, organizational, and customer service skills
- Ability to act independently, work with and assist management, staff, and others with open-mindedness, flexibility, and tact
- Demonstrated ability to work in a fast-paced, challenging work environment under constantly changing priorities.
- Experience working in highly confidential settings, such as legal offices, internal affairs, or human resources.
- Clear and concise communication skills with expertise in proofreading and editing written work
- Advanced computer skills, with expertise in Microsoft Office (Word, Excel, Adobe, etc.)

Please click [HERE](#) to apply.