



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Associate Governmental Program Analyst
- **Working Title:** Contracts Analyst
- **Salary:** \$5,383.00 - \$6,739.00 per month

### **Will Consider:**

Staff Services Analyst  
(\$3,448.00 - \$5604.00)

- **Final Filing Date:** 09/05/21
- **Work Type/Schedule:** Permanent Fulltime
- **Work Location:** Sacramento County

### **Description:**

Under direction of the Staff Services Manager I of the Contracts Office, the Associate Governmental Program Analyst (AGPA) analyzes and coordinates the development of contracts for the department. The AGPA provides necessary oversight, evaluation and technical support and process a range of different types of contracts including, interagency, Local Assistance, and service.

### **Desirable Qualifications:**

- Experience in state contracting and procurement activities
- Experience researching California statute, State Manuals, regulations, policies, and procedures
- Strong analytical skills
- Excellent interpersonal and organization skills
- Ability to communicate effectively verbally and in writing
- Ability to perform multiple tasks and set priorities appropriately
- Excellent writing and verbal skills
- Experience providing technical guidance and assistance.

Please click [here](#) to apply.