



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Associate Governmental Program Analyst
- **Working Title:** Telework Option: Communications Analyst
- **Salary:** \$5,383.00 - \$6,739.00 per month
- **Final Filing Date:** 06/08/22
- **Work Type/Schedule:** Permanent Fulltime
- **Work Location:** Sacramento County

Job Summary:

This position is eligible for full-time telework under Government Code 14200 for eligible applicants residing in California.

HCD is a forward-thinking department that seeks to focus on organizational development and management. We intend to achieve this goal by engaging in process improvement through critical thinking and analysis of state funding program functionality. We are looking for candidates who are passionate about problem solving to maximize the efficacy of funding programs addressing California's most vulnerable populations in need of affordable housing, and mindful that diversity, equity, and inclusion remain a priority in all our work.

Under direction of the Staff Service Manager I (SSM I), the incumbent performs the more responsible, varied, and complex technical analytical communications analysis for the Division's internal communications and is primary point of contact to the Director's Office Communications staff and provide consultative services to Division management and staff.

Desirable Qualifications:

- Experience creating, editing, and disseminating communication templates and documents.
- Experience with visual management methods
- Maintenance of website and database management
- Ability to work independently and as part of a team
- Strong writing and editing skills
- Experience with Microsoft Suite (Word, Excel, Outlook etc)

Please click [here](#) to apply.