

<b>CLASSIFICATION:</b> Associate Governmental Program Analyst	<b>Time Base:</b> Full Time	<b>SALARY:</b> \$4,400.00 - \$5,348.00	<b>FFD:</b> Until Filled
<b>LOCATION:</b> 1001 I Street, 20 <sup>th</sup> Floor		<b>DIVISION:</b> Administrative Services Division	
<b>CONTACT:</b> Sehar Choudhary		<b>E-MAIL:</b> <a href="mailto:schoudha@arb.ca.gov">schoudha@arb.ca.gov</a>	<b>PHONE:</b> 916 445-7578
<b>MAILING ADDRESS:</b> P.O. Box 2815, Sacramento, California 95812			
<p><b>DUTIES:</b> <b>Due to the Governor's hiring freeze order, only internal Air Resources Board candidates will be considered.</b></p> <p>The California Air Resources Board is located in the beautiful California Environmental Protection Agency (Cal/EPA) building in downtown Sacramento. We are located close to light rail, and offer Golden 1 ATM access, an exercise room, an on-site childcare center, and a cafeteria. We are seeking an experienced Fleet and Victims Compensation &amp; Government Claims Board (VCGCB) analyst looking for a challenge in a fast paced environment surrounded by enthusiastic and self-motivated people. Come join our team and help support improving the quality of California's air and reducing the effects of global warming!</p> <p>Under the direction of the Business Support Section (BSS) Manager, SSM I, the incumbent will coordinate Fleet transactions and VCGCB claims for the Air Resources Board (ARB), the Office of the Secretary, and Cal/EPA. Serves as the liaison between ARB, Cal/EPA and the Department of General Services (DGS), Office of Fleet Asset Management (OFAM), Department of Motor Vehicles (DMV), and the VCGCB. The incumbent will independently review, analyze, monitor and coordinate vehicle license plates and registrations with DMV for vehicles, vessels, trailers and motorcycles. Ensure ARB owned vehicles have current smog certificates. Reconcile and analyze Vehicle Inspection Reports (OFA6) and invoices for repairs and maintenance on owned vehicles, and coordinates payment. Monitors ARB Division's monthly travel log mileage and records via OFAMS. Monitor and analyze Home Storage Permits, Monthly Travel Logs, and Monthly Report Use of State Vehicles for Commuting to ensure compliance with home storage permit guidelines and vehicle assignment. Coordinate the survey of vehicles with ARB fleet coordinators and DGS State inspector. Monitors vehicle Voyager fuel cards, orders new cards and reports lost or stolen cards. Act as Liaison between corporation and field staff in resolving fuel card issues. Maintains BSS Fleet Manual.</p>			
<p><b>DESIRABLE QUALIFICATIONS:</b> Experience with Fleet and Victims Compensation &amp; Government Claims Board claims. Knowledge of Government Code Section 19993.4, State Administrative Manual, Chapter 4100-4116, DGS OFAMS Fleet handbook and other fleet rules, regulations, policies and procedures. Proficiency with Microsoft Office (Word, Excel, Access and Visio) software applications. Establish and maintain cooperative working relationships and work well both independently and in a team environment. Communicate confidently and courteously with all levels of management. Willingness and ability to accept increasing responsibility. The ability to handle changing priorities, and work under pressure with time constraints. Candidates must be willing to work the hours of 8a-5p.</p> <p><b><u>Will also consider a Staff Services Analyst, salary range \$2817-\$4446</u></b></p>			

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*