

<b>CLASSIFICATION:</b> Staff Services Analyst	<b>Time Base:</b> FT	<b>SALARY:</b> \$2,817.00 - \$4,446.00	<b>FFD:</b> 08/08/2011
<b>LOCATION:</b> Sacramento		<b>DIVISION:</b> EO/Office of Legal Affairs	
<b>CONTACT:</b> Lori Andreoni		<b>E-MAIL:</b> landreon@arb.ca.gov	<b>PHONE:</b> 916/322-4011
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<p><b>DUTIES:</b></p> <p style="text-align: center;"><b>Due to the Governor's hiring freeze, only internal ARB candidates will be considered.</b></p> <p>The Staff Service Analyst will report to the Assistant Chief Counsel and work directly with the chief counsel and ARB staff counsel. The primary assignment is to be ARB's Public Records Act coordinator and act as the interface between the public, ARB legal staff and ARB program staff. OLA maintains primary responsibility to ensure compliance with statutory requirements necessary for adoption of regulations and assists the Attorney General's Office with the defense and enforcement of these regulations. As ARB's Public Records Act (PRA) coordinator, the Staff Service Analyst will be the primary contact with the public, media, and legislative staff to respond to incoming requests. Consult with ARB staff counsel and ARB division program staff to address issues related to the Public Records Act (PRA). Maintain an electronic log of the PRA requests received, assign requests to ARB division staff for response and ensure records are collected. Review for responsiveness to the inquiry. Review, analyze, and coordinate records for the PRA responses, including evaluating documents for privileged material and redacting the appropriate information in consultation with ARB staff counsel. Identify PRA requests that implicate anticipated or ongoing litigation. In conjunction with the chief counsel, ARB staff counsel, Deputy Attorneys General and contractors, develop a mechanism to integrate the use of SharePoint into the PRA process, including using SharePoint as a document repository for ARB program staff and implementing techniques to sort, organize, and produce the documents. Assist ARB staff counsel, chief counsel, and assistant chief counsel in researching and identifying critical issues when reviewing documents related to litigation. Assist staff counsel in preparing necessary affidavits to support the administrative record for court. Assist ARB staff counsel, chief counsel, and assistant chief counsel in reviewing and responding to discovery (a pre-trial litigation process to obtain information before trial.) Research, analyze, and retrieve discovery requests such as interrogatories, requests for admissions, requests for documents, and depositions. Prepare referrals, based on the ARB staff counsel drafts, to submit to the Office of the Attorney General or the appropriate district attorney for representation.</p>			
<p><b>DESIRABLE QUALIFICATIONS:</b> Candidates should have a desire to advance the underlying objective of the ARB, i.e., to protect and enhance California's air quality through regulatory approaches, market mechanisms, and other means that will reduce harmful air pollution from a wide variety of stationary and vehicular sources and activities. Candidates should have source knowledge of air pollution control in California, experience in dealing with members of the public, technical staff, and other public agencies, and should have familiarity with the functioning of administrative agencies in State government. The most desirable candidates will possess:</p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft SharePoint, Access, Excel, Word, and Outlook applications</li> <li>• Excellent writing and communication skills</li> <li>• Ability to work effectively and cooperatively with diverse stakeholder groups, including the public and other government agencies</li> <li>• Strong interpersonal, leadership, and project management skills are absolutely necessary</li> <li>• Creative, self-starter, with the ability to tackle challenges effectively</li> <li>• Flexibility and willingness to learn and thrive in an environment of change</li> <li>• Punctuality, dependability, and good attendance are a must</li> </ul> <p>Applicants will be screened and only the most qualified will be interviewed.</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>.*