



Job # 03.2013.02

There is a vacancy in California State Retirees for a **Program Specialist – Special Services** (\$4,466 - \$6,357/month).

Job Description:

Performs duties of a highly technical nature involving the operation of the special services program. Duties may include, but are not limited to, the following:

1. Working independently as a high level technical specialist, analyzing data and situations, identifying problems, reasoning logically, drawing valid conclusions, and developing effective solutions.
2. Independently working on special programs and developing material and procedures for these programs, which may include, but is not limited to:
 - a. CALPERS
 - b. CSR Committee Support
 - c. Political Action
 - d. Business Services
 - e. Elections
 - f. Bill Analysis
3. Coordinating the work of support staff
4. Performing other related duties as required

Qualifications

Education:

Equivalent to graduation from college

Experience:

Three (3) years of experience in fiscal, management, insurance or research fields or two (2) years as a research assistant or an administrative technician at CSEA

Note:

Additional qualifying experience may be substituted for a maximum of four (4) years of the required education on a year-for-year basis.

ADDITIONAL SKILLS AND QUALIFICATIONS

Ability to comprehend complicated state and federal regulations

Ability to work under deadlines

Ability to prioritize workload in alignment with changing Affiliate needs
Strong project management capabilities
Demonstrated attention to detail
Demonstrated ability to work independently, seeking additional information and/or resources to insure projects remain on track
Ability to work with individuals at all levels in the organization, from Staff to Board
Strong oral and written communication skills
Team player

Any employee interested in this position should notify the CSEA Human Resources Department in writing by sending a cover letter and resume to careers@calcsea.org. no later than May 28, 2013.

Please list the job number (**Job # 03.2013.02**) and job title (**Program Specialist – Special Services**) in the subject line of your email.