



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

JOB DESCRIPTION: State Program Analyst
SUPERVISOR: State Program Manager
LOCATION: Winton, Merced County, CA
SALARY RANGE: \$45-\$50k, annual
DATE POSTED: 1/27/2023
CLOSING DATE: 2/12/2023 11:59 pm

POSITION SUMMARY: Supports the State Program Manager of CA based Energy Programs in the Central Valley of CA., such as Home Energy Assistance Program (HEAP), Home Energy Weatherization (WX), Low-Income Water Assistance (LIHWAP), Farmworker Housing Weatherization Program (LIWP), and others as assigned. Coordinates program operations, goals, and daily operations for the Energy Assistance office(s).

EXAMPLE OF DUTIES:

1. Monitor, analyze (Fiscal & Performance) and evaluation of Energy department programs and the delivery of services to clients.
2. Provides energy program budget support, and energy program reporting to funding sources.
3. Develops for the public the availability of existing energy programs via presentations, flyers, mailers, or direct client contact.
4. Recruits and determines eligibility of families under applicable guidelines for available energy programs.
5. Reviews necessary client file paperwork, reports, and forms as required by the specific contract.
6. Provides in-house and contract reporting and other reporting duties as directed by the state program manager.
7. Supports State Program Manager in review of staff paperwork for completeness and accuracy.
8. Preparation of state required reports and statistics.
9. Assist in agency monitoring visits by the state.
10. Data entry and billing support of the State Program Manager.
11. Tracking of program funds and program performance.
12. Responsible for department record keeping and client file compliance.
13. Other duties as required and/or assigned.

REQUIREMENTS:

1. Completion of college coursework.
2. A.A. or B.A. preferred.
3. Ability to perform mid-range mathematical calculations necessary to perform job duties.
4. Ability to navigate high level Excel spreadsheets.
5. Valid California driver's license and automobile insurance as required by California law.

A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See www.cvoc.org for application packet.

It is helpful to include your email address on your resume.

EOE/At Will Employer