

# EMPLOYMENT ADVERTISEMENT



**Western States Information Network®**  
1825 Bell Street, Suite 205  
Sacramento, CA 95825  
(800) 952-5258

*It is WSIN's objective to achieve a drug-free workplace. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.*

- POSITION TITLE:** Program Analyst – Personnel/Human Resources, M – F, 8:00 am – 5:00 pm (non-telework).
- SALARY:** Annual salary range \$66,023 - \$85,832, dependent on experience; plus 17% as a monthly benefit allowance. The benefit allowance may be taken as cash in lieu of benefits.
- LOCATION:** Sacramento, CA
- FINAL FILING DATE:** Open Until Filled – Submit resume by email to [admin@wsin.riss.net](mailto:admin@wsin.riss.net) ; or, via a hiring platform utilized by WSIN; or, in hard copy.  
*A 6-month candidate pool will be established for subsequent vacancies.*

## DUTIES / RESPONSIBILITIES

The Western States Information Network (WSIN) is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The Program Analyst will be assigned to the Administrative Unit and will report directly to the Administrative Manager. Employment is at-will and serves at the discretion of the Executive Director of WSIN.

The Program Analyst performs a variety of complex duties involving personnel and human resource related policies and procedures for federal, state, and non-profit organizations. The Program Analyst is responsible for all personnel related duties for staff assigned to WSIN in each of the five western states, to include Alaska, California, Hawaii, Oregon, and Washington. This position is responsible for all contracts, MOUs, and conference scheduling with vendors when needed. The Program Analyst acts as liaison for WSIN Executive Director with WSIN Board of Directors to ensure compliance with all board meetings and bylaws. This position may perform independent research or analysis of statistical data or programs to report to WSIN Management for recommendations for change, modification, or updates, and is responsible for oversight on all official correspondence for the WSIN Executive Director and all WSIN Management.

## DESIRABLE QUALIFICATIONS

Knowledge of federal, state, and non-profit organizations' personnel and human resource guidelines, laws, and regulations. Ability to work independently, prioritize and work well under pressure. Ability to maintain organized records of personnel files, documents, contracts, and other items of a confidential nature. Ability to use sound judgement in maintaining confidential and/or sensitive information. Must be reliable and have an excellent attendance record, computer skills, and familiarity with confidential record keeping. Must be able to establish and maintain effective working relationships with others and possess excellent communication skills (both orally and in writing). Proficient in use of various computer software and programs, such as Microsoft Office 365, Outlook, Adobe, and Microsoft Teams are preferred.

## WORKING CONDITIONS

- Work is performed in an open-office environment with noise from ringing phones, foot traffic, printers, and other office equipment and conversations.
- This position will have frequent interruptions and requires multi-tasking abilities and attention to detail.
- Must be able to communicate and enunciate clearly; ask, understand, and answer questions effectively; elicit helpful information; and use independent judgment.



- Must be able to learn and successfully operate various computer applications related to WSIN duties.
- Must be willing to travel occasionally as needed, including by air.
- Must be willing to drive; possess and maintain a valid driver's license and valid vehicle insurance.
- Must maintain punctual and regular attendance.
- Ability to sit, bend, kneel and lift up to 20 pounds; ability to work at a computer workstation and type for extended periods of time, in addition to operating a phone.
- **Must successfully pass a peace officer-level background investigation prior to employment (including credit check, DMV verification, criminal history, fingerprints, etc.).**

### **MINIMUM QUALIFICATIONS**

To be considered for the position, all applicants must meet the following requirements:

- 1) U.S. Citizenship
- 2) High school diploma or equivalent
- 3) Four years of verifiable experience and/or education in one of the following:
  - a. Administrative duties as described in the Duties/Responsibilities section, or
  - b. College/higher education (120 semester units or 180 quarter units) preferably with a business administration or human resources focus, or
  - c. Combination of both a. and b.

**Verification of citizenship, diploma, and/or college credits may be required prior to interview.**

### **SALARY**

Annual salary range \$66,023 - \$85,832, dependent on experience; plus 17% as a monthly benefit allowance. The benefit allowance may be taken as cash in lieu of benefits. Reimbursement will be provided for any work-related travel. Employment will be at-will and based on the availability of funding. This salary represents a ten-step salary range based on time in class, based on available funding. This position is paid semi-monthly on the 5<sup>th</sup> and 20<sup>th</sup> of each month.

### **HOW TO APPLY**

Submit resume by email to [admin@wsin.riss.net](mailto:admin@wsin.riss.net) ; or, via a hiring platform utilized by WSIN; or, in hard copy. Resume may be mailed or hand delivered to:

Western States Information Network  
Attn: Administrative Unit  
1825 Bell Street, Suite 205  
Sacramento, CA 95825

**Resumes will be reviewed by WSIN to determine if the candidate meets the minimum qualifications and whether the candidate is competitive with other applicants. Only the most qualified candidates will be asked to submit a formal WSIN application and may be scheduled for an interview. No telephonic or web-based interviews will be held.**

**Questions regarding this position should be directed to Deputy Director Janette Gunther-Allen at (916) 263-1184 or by email at [jgunther@wsin.riss.net](mailto:jgunther@wsin.riss.net).**

*WSIN is committed to providing equal opportunity to all regardless of race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin or ancestry, uniform service member status, pregnancy, physical or mental disability, protected medical conditions, genetic information, gender identity, gender expression, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.*