

INTERNAL POSTING Administrative Analyst - JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

Under the direct supervision of the Chief Administrative Officer, the Administrative Analyst provides administrative support to the CEO, Deputy CEO and for efficient operation of the office functions as part of the Operations Department. This position provides a wide range of communications, scheduling support, office support for the SSF staff and analytical work in support of the Operations Department and the Executive Officers. This position will perform administrative tasks and services to support effective and efficient operations of the organization's human resource department. This position requires independent thinking, attention to detail, and excellent communication skills. **This is a internal job posting and only SSF employees are welcome to apply at this time.**

SSF embraces technology to develop ongoing efficiencies. Currently, the office is a hybrid operation. This is a hybrid position and will require you to report to the office Monday through Thursday.

Essential Duties and Responsibilities include the following:

- Schedules and organizes complex activities such as meetings, travel, conference and department activities and administrative support to the CEO, Deputy CEO and SSF staff under the advisement of the CAO.
- Prepares items in support of meetings and events, which may include meeting minutes, forms, driving directions, meeting agendas, event planning or other assigned duties. Greets guests prior to meetings and assists with any meeting-specific needs.
- Establishes, develops, maintains and updates filing systems for the organization. Retrieves information from files, when needed. Establishes, develops, maintains and updates facilities contacts.
- Carries out administrative duties such as desktop publishing, document preparation, formatting, copying, scanning and sorting and distributing daily mail as appropriate.
- Responds to regularly occurring requests for information from SSF staff. Drafts written responses or replies by phone or email, when necessary.
- Handles confidential and non-routine information and explains policies when necessary.
- Works independently and within a team on special nonrecurring and ongoing projects.
- Conducts periodic review of equipment by completing or scheduling preventive maintenance, call for repairs, maintain equipment inventories and evaluating new equipment and techniques.
- Coordinates facility needs with building management, maintains office and building procedures and updates employee access card list. Schedules use of building conference rooms outside of the SSF suite of offices.
- Sets up video/web (Zoom, Webex, Teams, etc.) tools for meeting support. Assist the CEO and Deputy CEO for meeting scheduling and preparation for meetings as needed.
- Provides back up support to the Administrative Analyst.
- Manages SSF Zoom account and office phone system. Sets up video/web (Zoom, Webex, Teams, etc.) tools for meeting support. Sets up and maintains all phone extensions, phone messaging and forwarding.
- Acts as a project coordinator for special projects and events, which may include planning and coordinating multiple presentations, disseminating information, sending out calendar invites and coordinate mailings.
- Maintains the assignment of company property spreadsheet and coordinates completion and updating of assignment of company property forms.
- Assists with planning and execution of special events such as organization-wide meetings, events, and employee celebrations.
- Ability to get along and work effectively with others.
- Regular, predictable attendance is required.
- Other duties may be assigned.

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Additional Duties may include the following:

- Acts as a liaison with other departments and outside agencies, including high-level staff and board members.
- Coordinates logistics and provides administrative support for Board meetings including assists in the preparation of the Board of Directors packets in advance of meetings, attends meetings and transcribes meeting notes, creates and maintains meeting minutes, prepares draft meeting minutes prior to each meeting, tracks all Board resolutions and ensures they are signed in a timely manner.
- Maintains new board member packets, rosters and attendance records, calendar of agenda topics and schedules for the SSF Board and Committees. Provides attendance reports as required.
- Maintains supplies inventory, organizes storage room and completes and expedites supply orders for staff. Maintains general cleanliness of the office and identifies and removes safety hazards.
- Tracks and computes mileage reimbursement information and manages monthly credit card reconciliation for the CEO.
- Reviews the City Council and Board of Supervisors agenda and reports homelessness and housing related topics to the Executive Team.
- Reviews, responds and/or routes email and voice mail messages in the SSF General inbox and voice mail system.
- Manages SSF Zoom account and office phone system, sets up video/web (Zoom, Webex, Teams, etc.) tools for meeting support, sets up and maintains phone extensions and phone messaging and forwarding.
- Processes requests for insurance certificates and maintains insurance policies and renewals. Creates and publishes annual holiday calendar.
- Sends Personnel Requisition forms for signatures and maintains tracking spreadsheet.
- Manages the email for the JOBS inbox. Reviews and responds, as appropriate daily. Reviews applicant documents and ensures documents are completed in their entirety and forwards to HR for review. Coordinates and schedules candidate interviews, administers applicant tracker, maintains post interviewing files and sends thank you emails to candidates.
- Creates new hire onboarding welcome letter, assembles Onboarding packets and coordinates lunch orders, email and extension set up and distributes company equipment/supplies to new hires.
- Assigns ergonomic evaluations to staff and updates tracker.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Maintains accurate and up-to-date human resource files, records, and documentation for current and terminated employees. Maintains the integrity and confidentiality of human resource files and records.
- Completes special projects for HR such as scanning employee hard copy files to electronic files and creates yearly EEO tracking spreadsheet.
- Provides clerical support to the HR department and completes special projects as needed including sending employee surveys, updates the Emergency Preparedness document and distributes to staff, coordinates yearly evacuation drill, and participates in coordination of safety compliance projects.
- Assists with yearly audits of HR records to ensure that all required documents are collected and filed appropriately.
- Distributes benefit documents to staff including life insurance certificates and benefits cards. Distributes withholding orders, garnishments and EDD claim forms to HR and payroll. Tracks completion of documents and files in personnel files.
- Distributes COS forms and Job Descriptions for signatures, files to personnel file and updates tracker.

Ideal candidates will possess the following knowledge, skills, abilities and experience:

- Must have excellent communication skills.
- Proven ability to work in a goal-directed fashion with individuals and/or community groups.
- Ability to organize and prioritize information.
- Proven experience with Microsoft Office Suite of products.
- Experience with Visio software.

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- Ability to prepare and present information to groups.
- Ability to represent Sacramento Steps Forward to others in a professional manner.
- Experience in working with responding to the requests from a large team.
- Ability to be adaptable and flexible.

Education and/or Experience:

Associate degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$27.54 - \$35.70; Planned maximum is at the mid-range at hire, DOE.

Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until October 29, 2024. Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.