POSITION OPENING

POSITION: Program Administration Manager Level I-III (40 hours/week)
Full-Time / Benefited
RECRUITMENT ID: 915

COMPENSATION: Pay commensurate with experience and education
PAM I: $25.49-$36.31/hr. An employee new in this classification will typically start at the base of this range.
PAM II: $30.83-$43.90/hr. An employee new in this classification will typically start at the base of this range.
PAM III: $75,212.80-$107,120/annual. An employee new in this classification will typically start at the base of this range.

LOCATION: Center for Healthy Communities (CHC), 25 Main Street. This position would likely be a combination of in-office and remote work. Candidate must be a California resident at the start of the position.

ESSENTIAL JOB FUNCTIONS: Under the direction of the supervisor and in collaboration with the CHC fiscal team, the Program Administration Manager (PAM) will be primarily responsible for a range of specialized administrative and business activities including day-to-day fiscal and contract development, tracking and analysis, and compliance activities and communication with CHC staff, funders, subcontractors, community partners and Chico State Enterprises (CSE) staff.
As a member of the PAM team, will begin to support the organization’s financial goals and funding portfolio, begin to support Project Directors, Program Managers, and subcontractors regarding contract reporting and invoicing documentation, to help the PAM team meet financial and contract requirements.

In addition, the PAM will:
• Support subcontractor fiscal requirements and initiate processes that include invoicing and budget revisions.
• With guidance, manage pre-award and post-award fiscal requirements for individual funded contracts.
  Responsibilities associated with these requirements include, but are not limited to:
    o Tracking fiscal expenditures, providing invoice support and reviewing back up documentation
    o Assisting with budget development for proposals and/or subcontractors
    o Develop budget projections and submit budget revisions
    o Supporting journal entries, cost share tracking
• Provide input and fiscal analysis for overarching Center objectives.
• Understand contract language and different types of contracts to help support contract negotiation, execution, and/or amendments in collaboration with team members, CSE and funders.
• Help gather documentation for desk reviews and/or audits.
• Begins to participate in CHC committees and/or Center-wide discussions and decisions.
• Become knowledgeable of funder and CSE guidelines and procedures and complete assigned tasks with supervisor guidance. Ability to understand and apply laws, regulations, and policies with guidance.
• Become aware of the impact that program implementation has on budgets, invoices, and other fiscal or contractual requirements.
• Be strategic, forward thinking, and problem solve to enhance management of grants/contracts.
• Become aware of and follow standard practices and procedures in analyzing situations or data.
• Mentor and help supervise other members of the fiscal team, including student interns and staff as appropriate.
• Attend and begin to help facilitate staff training on contract and fiscal requirements.
• Contribute to team efforts by supporting and completing other assigned tasks as needed, often with quick turnaround needed.
• Experience with Microsoft office programs (Excel, Word, PowerPoint, etc.)

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico's Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

Chico State Enterprises is an Equal Opportunity Employer that does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
MINIMUM EMPLOYMENT STANDARDS:
- PAM I: Some professional work experience preferred but not required.
- PAM II: Requires a minimum of 3 years or equivalent amount of time (approximately 6 years at half-time, etc.) of professional work experience with increasing responsibility in budget and contract administration tasks.
- PAM III: Requires a minimum of 6 years or equivalent amount of time (approximately 12 years at half-time, etc.) of professional work experience with increasing responsibility in budget and contract administration tasks.
- Bachelor’s degree required
- Level differentiation and compensation are based on years of professional work experience, level of supervision needed to carry out essential job functions, level of responsibility and complexity of tasks, and ability to work independently.
- The applicant needs to have a strong understanding of Excel
- The applicant needs to have solid math skills as it pertains to understanding of budgeting; the ability to distill and explain complex concepts; the ability to critically assess fiscal data to guide decision making; and strong interpersonal, planning, and organizational skills.

PREFERRED EMPLOYMENT STANDARDS:
- Experience with management of federal and state contracts and grants.
- Experience with and understanding of OMB Uniform Guidance and/or other funder guidance documents.
- Experience with and understanding of managing external funding in institutions of higher education.

COMPLIANCE REQUIREMENTS:
- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
- CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by November 7, 2022. Documents submitted after this date will not be considered.
- Resume

BY DROP BOX: https://csuchico.app.box.com/f/5cf4025398fc4f4fd6a47c7ac9edd402
BY EMAIL: csejobs@csuchico.edu

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Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.