

# EMPLOYMENT OPPORTUNITY BULLETIN



## STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814  
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

**Look no further, apply today!**

### Associate Governmental Program Analyst (Legislative Analyst)

(Permanent/Full-time) (E-97)

#### SALARY RANGE:

\$4,738 - \$5,931

#### FINAL FILING DATE:

January 5, 2017

#### QUESTIONS ABOUT THE JOB:

Jacqueline Wong-Hernandez

(916) 445-8610

(916) 324-6547 \*TDD

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#### SEND APPLICATION TO:

Department of Finance  
Attn: JoLynn Sanchez  
Human Resources Office  
915 L Street, Suite 1235  
Sacramento, CA 95814

#### WHO MAY APPLY:

Current state employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the explanation section of the application.

#### POSITION DESCRIPTION:

Under the general direction of the Legislative Director, the Associate Governmental Program Analyst functions as a departmental Legislative Analyst. This position is responsible for independently performing and coordinating various complex legislative and budgetary related activities.

The Legislative Analyst is the department's first point of contact for legislative matters, and serves as a liaison with the Governor's office, legislative committee staff, and Finance units.

#### DESIRABLE QUALIFICATIONS:

- In-depth knowledge of the legislative process, legislation, and policy issues.
- Ability to work independently with minimal supervision.
- Excellent analytical skills to interpret and clarify legislative and budgetary activities.
- Excellent communication skills to effectively exchange information and/or provide direction.
- Ability to plan, organize, and adapt to changing assignments and priorities and work effectively under pressure to meet deadlines.
- Ability to gain and maintain cooperative working relationships at all levels.
- Ability to maintain regular, consistent, predictable attendance, and occasionally work overtime on short notice.

The duty statement for this position can be found [here](#) under "Additional Documentation".

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation." California relay (telephone) service for the deaf and hearing impaired, From \*TDD phones: (800) 735-2929, From Voice phones: (800) 735-2922 \*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

Issue Date: December 20, 2016

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**HOW TO APPLY:**

Submit a standard state application (Std. 678 application can be found here:

<https://jobs.ca.gov/Public/StateForms.aspx>), resume, and a one-page Statement of Qualifications. The Statement is a narrative discussion of how the candidate's education, training, and experience qualifies them for the position. The Statement will serve as documentation of each candidate's ability to present clear and concise written information.

Each application package will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.