

# 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 Administrative Analyst

(Permanent/Full-Time)

Multiple Positions Available

*Department of Finance positions are excluded from collective bargaining.*

#### SALARY RANGE:

##### Associate Administrative Analyst\*

\$4,974.00 - \$6,229.00

\* **Note:** This position may be eligible for an additional recruitment and retention pay differential.

#### BENEFITS:

Finance employees are excluded from collective bargaining and are eligible to receive the following enhanced benefits:

- Enhanced medical, dental, and disability benefits
- Employer paid Life Insurance
- Additional hour of Vacation/Annual Leave
- Excluded employees are not subject to State Disability Insurance payroll withholding

For more details about employee benefits, visit the Department of Finance's website [here](#).

#### FINAL FILING DATE:

Until Filled

#### QUESTIONS ABOUT THE JOB:

Pansy Kwong  
(916) 445-3434 ext. 2861  
(916) 324-6547 TDD\*  
E-mail: [pansy.kwong@dof.ca.gov](mailto:pansy.kwong@dof.ca.gov)

#### POSITION DESCRIPTIONS:

The Fiscal Systems and Consulting Unit (FSCU) is looking to fill multiple Administrative Analyst series positions. This position performs analytical and consultative duties, including but not limited to: supporting the ongoing development and implementation of the Financial Information System for California (FI\$Cal); providing accounting support to departments transitioning to FI\$Cal; developing training materials and conducting formal classroom training; providing outreach, training and consultation to departmental accounting offices; developing accounting and operational procedures or policies; participating in analytical studies and improvement projects requiring knowledge of the state's accounting principles and practices.

**Duty statement is available upon request.**

#### DESIRABLE QUALIFICATIONS:

- 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 beyond scheduled work hours
- Experience solving complex accounting problems
- Excellent analytical skills to interpret and clarify statewide fiscal policies and procedures
- Excellent verbal and written communication skills

**SEND APPLICATION TO:**

Department of Finance  
Human Resources Office  
915 L Street, Suite 1235  
Sacramento, CA 95814

**WHO MAY APPLY:**

Current state employees with transfer eligibility, individuals who have list eligibility, or eligible for a Training and Development assignment. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the Explanation box of the application. For more information on Minimum Qualifications, please visit the California Department of Human Resources (CalHR) website:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

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

You may obtain an official state application (STD 678) on the CalHR website at:

<https://jobs.ca.gov/pdf/std678.pdfh>

- Ability to exercise good judgment, initiative, and creativity
- Knowledge and experience in departmental accounting procedures and requirements
- Knowledge of governmental accounting principles and procedures
- Knowledge and experience with FI\$Cal
- Experience working with bond funds