

# 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.

### Principal Program Budget Analyst II

(Permanent Full-Time)

#### SALARY RANGE:

Principal Program Budget Analyst II  
\$7,665 – 8,705

#### 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:

March 28, 2017

#### QUESTIONS ABOUT THE JOB:

Estella Simoneau  
(916) 445-8918  
(916) 324-6547 \*TDD  
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#### SEND APPLICATION TO:

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

#### POSITION DESCRIPTION:

Under the general direction of the Assistant Program Budget Manager, incumbent supervises staff in the development, analyses, review, and formulation of recommendations regarding budgetary and fiscal policy matters; advise the Director of Finance and Governor's Office on decisions relating to the program budget and proposed legislation; approve a wide range of financial documents that require Finance approval; represent Finance at legislative hearings; and assist in implementation of FISCAL.

This position and assignment provides significant technical and policy challenges and has a high level of interaction with Finance Executive staff, Governor's Office staff, legislative staff members, and various stakeholders and associations.

#### DESIRABLE QUALIFICATIONS:

- Knowledge of, and experience in the preparation, justification, and analysis of budgets.
- Excellent written communication skills and ability to pay attention to detail when reviewing work of subordinates to effectively meet the objectives of management and the Administration.
- Supervisory experiences as demonstrated by the ability to coordinate and supervise the work of others to ensure projects are satisfactorily completed in a timely fashion.
- Strong analytical skills and experience resolving complex problems or issues.
- Ability to plan, assign, organize, monitor and project workload to meet work demands.
- Ability to take initiative; work independently; work under pressure to meet deadlines and easily adapt to changing priorities.
- Ability to develop and maintain effective and cooperative working relationships across all levels of government.

*"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: March 15, 2017

### WHO MAY APPLY:

Current state employees at the Principal Program Budget Analyst II level, those within transfer range and commensurate to Rule 250, or individuals who have list eligibility. Please indicate the basis of your eligibility (i.e. SROA/Surplus, reinstatement, transfer, or list eligible) in the explanation section of the application. Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

### HOW TO APPLY:

To be considered, applicants must submit a State of California application (Examination and/or Employment Application, Std. 678) to the Department of Finance, Human Resources Office. You may obtain an official state application (STD 678) on the CalHR website at: <https://jobs.ca.gov/pdf/std678.pdf>

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

- Ability to analyze, present ideas and information through effective verbal and written communication.
- Knowledge of principles, practices, and trends of public finance and governmental budgeting and accounting; and program budgeting techniques; and knowledge of the state budget and legislative processes.
- Knowledge of methods and techniques of effective program management and supervision.
- Ability to use a variety of analytical techniques to resolve complex governmental budgeting and managerial problems.
- Knowledge of the budget portion of the FI\$CAL system.