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, high-energy prestigious organization with great potential for personal development and career advancement? Would you find working with top management in State Government and the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as auditing and program evaluation; accounting and fiscal systems; budget preparation, enactment and administration; information technology consulting and information services; demographic, financial and economic research, and general administration.

Look no further, apply today!

Research Program Specialist II (General)
(Permanent/Full-Time) (CBID E97)

SALARY RANGE:
RPS II: $5,946 – 7,441

POSITION DESCRIPTION:
Under the general direction of a Research Manager III, the Research Program Specialist II (General) analyzes demographic data, trends, and topics to support the statutory and specialized work of the Demographic Research Unit. The outputs are used in the allocation of budgetary resources for the state, and in the analysis of fiscal and policy questions. The incumbent has primary responsibility for the development of research methodologies and statistical techniques for demographic projects and programs within the Demographic Research Unit, and the collection, compilation, analysis and interpretation of datasets including U.S. Census Bureau products. The incumbent designs and leads research projects, and produces concise and comprehensive reports based on research results (housing and poverty are two areas of major interest). The RPS II will work with other demographers on projects, such as quantitative methods research on small area population estimates. As appropriate, utilizes computer technology (e.g. SAS, Word, Excel, PowerPoint, ArcGIS, Stata, etc.) to facilitate data analysis and visualization.

DESIRABLE QUALIFICATIONS:
• Coursework in the principles and practice of demography, or work experience of at least one year in demographic issues.
• Ability to communicate effectively with others and maintain effective working relationships.
• Ability to effectively lead research projects and work as part of a team.
• Ability to organize data and information to work effectively and efficiently on assigned projects.
• Ability to prioritize and meet deadlines.

*Bilingual applicants in Spanish, French, or Russian preferred.

APPLICATION INSTRUCTIONS:
Send a resume and cover letter stating how your skills and experience match the job description, including a statement about your interest in the field of demographics and the Department of Finance. All applications must include a statement identifying you as an "eligible employee" to receive prior service credit.

Are you interested in other opportunities within the Department of Finance? Please visit our Department's website or call the Department at (916) 323-4086 for more information.

FINAL FILING DATE:
Until Filled

QUESTIONS ABOUT THE JOB OR APPLICATION PROCESS:
Bill Schooling
(916) 323-4086
(916) 324-6547 TDD*
E-mail: Bill.Schooling@dof.ca.gov or

SEND APPLICATION TO:
Department of Finance
Human Resources Office
Attn: Laura Ford
915 L Street, Suite 1235
Sacramento, CA  95814

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, gender identity, 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.
WHO MAY APPLY:
Current state employees who are within transfer range of RPS II or have list eligibility and meet the minimum qualifications of the position in accordance with State Personnel Board Rule 250, or individuals with list eligibility. You may obtain an official state application (STD 678) on the CalHR website at: https://jobs.ca.gov/pdf/std678.pdf

To obtain list eligibility, please follow this link to take the Research Program Specialist II (General) examination: https://www.jobs.ca.gov/JOBSGEN/PB163.PDF

Submit a standard state application (Std. 678), resume, cover letter, and a one-page writing sample intended for a general audience that addresses a demographic topic.

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

Interviews will be conducted on an ongoing basis.

- Ability to work with other researchers to increase the knowledge, skills, and abilities of other demographers.
- Ability to identify and resolve data problems.
- Ability to create data visualization from research and statistical reports.