

# 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!**

### Research Program Specialist II

(Permanent, Full-time) (E97)

Department of Finance positions are excluded from collective bargaining.

#### SALARY RANGE:

Research Program Specialist II \$5946 - 7441

#### 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:

**June 1, 2018**

The position will be vacant until filled. Applications will be screened as received and interviews will be scheduled on a flow basis.

#### QUESTIONS ABOUT THE JOB:

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#### POSITION DESCRIPTION:

The California Department of Finance is seeking qualified candidates to fill a research position in applied demography. The Demographic Research Unit serves as the State of California's source of official, unbiased demographic data for planning and budgeting, and is the designated statewide liaison with the U.S. Census Bureau. The position is located in Sacramento.

The open position is within the state population estimates group, where the incumbent will participate in the production of state, county, and city population and housing projections. Responsibilities include data collection, modeling, and evaluation of results. The incumbent will design and conduct research projects with minimal supervision, contribute to ongoing research initiatives within the unit, and to keep up with relevant methodological innovations in population projections and in the measurement and modeling of mortality, fertility, and migration.

Experience with software packages for statistical analysis and data visualization are essential. Knowledge of population projection techniques or small area estimation methods is desirable. Individuals with strong analytical writing skills, attention to detail, and a passion for research are encouraged to apply.

#### DESIRABLE QUALIFICATIONS:

- Postgraduate coursework or completed degree in demography, geography, sociology, economics, or a related field.
- Knowledge of demographic methods and their application.

## SEND APPLICATION TO:

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

## ADDITIONAL APPLICATION INFORMATION:

Electronic applications through your CalCareer account are highly recommended. If you are unable to apply electronically through your CalCareer account, please mail or drop off a hard copy of your application packet to the above address. You can access the Job Control (JC # 93788) at: [CA Jobs](#).

You may obtain an official state application (STD 678) on the CalHR website at:  
<https://jobs.ca.gov/pdf/std678.pdfh>

## WHO MAY APPLY:

Current state employees at the Research Program Specialist II, those within transfer range, 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>

Follow link below to take the Research Program Specialist II Examination:

<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx>

**In order to be considered, you must provide the following:**

- **Current CV or resume;**
- **Names and contact information of three references;**
- **Writing sample (of any length). Coauthored writing samples should specify the nature of the candidate's contribution.**
- **In addition, please provide a brief cover letter (one page) outlining why you are interested in this particular position and how your background, knowledge, skills, and abilities make you the ideal candidate for this position.**

Candidates will be contacted to schedule an interview. Non-citizens who have legal permission to work in the United States may apply.

- Ability to develop and use advanced statistical modeling techniques and appropriate software (e.g. Stata, SAS, R).
- At least two years' experience in designing and conducting research projects.
- Demonstrated ability to effectively communicate complex issues to non-specialists through writing and speaking.
- Ability to exercise a high degree of initiative and independence of action.
- Ability to work on multiple projects and meet deadlines.
- Ability to develop and maintain effective cooperative working relationships.