

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)

SALARY RANGE:

Research Program Specialist II \$6,184 – 7,739

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 [website](#).

FINAL FILING DATE:

Until Filled

The position will be vacant until filled. Applications will be reviewed on an ongoing basis.

QUESTIONS ABOUT THE JOB:

Ethan Sharygin
(916) 323-4086
(916) 324-6547 TDD*
E-mail: ethan.sharygin@dof.ca.gov

SEND APPLICATION TO:

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

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 population and housing estimates. The position will take the lead in our effort to produce small area population estimates using survey and administrative data and remote sensing. The incumbent will design and conduct research projects with minimal supervision, contribute to ongoing research initiatives within the unit, and will keep up with relevant methodological innovations in demography and population geography.

Experience with software packages for statistical analysis, mapping, and data visualization are essential. Knowledge of population estimation methods, especially for small areas using GIS and administrative data, is desirable. Individuals with strong analytical writing skills, attention to detail, and a passion for research are encouraged to apply.

Duty statement available upon request.

DESIRABLE QUALIFICATIONS:

- Postgraduate coursework or completed degree in demography, geography, sociology, economics, or a related field.
- Ability to develop and use statistical modeling techniques and appropriate software (e.g. ArcGIS, Stata, SAS, R) at an advanced level.

*"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.*

Issue Date: July 10, 2018

ADDITIONAL APPLICATION INFORMATION:

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

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>

HOW TO APPLY:

In order to be considered, applicants 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.
- Applications not made through the CalCareer portal must include a completed Examination/Employment You may obtain an official state application (STD 678) on the CalHR website at:
<https://jobs.ca.gov/pdf/std678.pdf>

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

- Knowledge of demographic methods and their application.
- 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 simultaneously and meet deadlines.
- Ability to develop and maintain effective cooperative working relationships.