

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!

Staff Administrative Analyst

(Permanent/Full-Time)

Multiple Positions Available

Department of Finance positions are excluded from collective bargaining.

SALARY RANGE:

Staff Administrative Analyst*

\$5,470.00 - \$6,796.00

* **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

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
- Ability to exercise good judgment, initiative, and

*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: February 27, 2017

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 (e.g., Accounting Administrator I, Staff Services Manager I, etc.), 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.pdf>

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