

# 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!**

### Supervising Administrative Analyst (Accounting Systems)

(Permanent/Full Time) (M01)

Department of Finance positions are excluded from collective bargaining.

#### SALARY RANGE:

\$7,593 - 8,621

**NOTE:** This position is eligible for an additional 15% recruitment and retention pay differential (10% in the first year, and 15% in the second year).

#### 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 20, 2018

#### QUESTIONS ABOUT THE JOB:

Larry Satter (916) 445-0211 ext. 2802  
(916) 324-6547 \*TDD  
E-mail: [Larry.Satter@dof.ca.gov](mailto:Larry.Satter@dof.ca.gov)

#### POSITION DESCRIPTION:

This position plays a key role in influencing and enhancing statewide fiscal and accounting policies and procedures. The Supervising Administrative Analyst supervises staff that perform analytical and consultative duties, including but not limited to: conducting and/or directing complex analytical studies and improvement projects requiring knowledge of the state's accounting principles and practices; assisting departments in solving highly complex and difficult accounting problems; providing outreach, training, and consultation to departmental accounting offices; and establishing a presence in national accounting/fiscal associations. The position provides assistance and leadership to staff that are responsible for a variety of fiscal and accounting duties.

#### DESIRABLE QUALIFICATIONS:

- Extensive knowledge of accounting policies, processes, and financial organizations.
- Fundamental knowledge of principles, practices, and trends of governmental budgeting, accounting, and the legislative process.
- Strong analytical skills and experience resolving complex problems or issues.
- Excellent written communication skills including experience writing issue papers, memos and/or letters.
- Excellent verbal communication skills.
- Ability to gain and maintain cooperative working relationships at all levels.
- Ability to occasionally work beyond scheduled work hours.

### SEND APPLICATION TO:

Department of Finance  
Attn: JoLynn Sanchez  
Human Resources Office  
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 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 with transfer eligibility, individuals who have list eligibility, or eligible for a Training and Development assignment. 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 hiring interviews of only the most qualified may be scheduled.

Additional hires may be made from this bulletin if additional positions become available

- Knowledge of and experience using FI\$Cal.
- Experience making presentations to co-workers, management, other departments and/or legislative staff.