

CAREER LADDER

Junior Staff Analyst (JSA)

You are eligible for the Junior Staff Analyst if you have a Bachelor's degree in any field of study.

Finance Budget Analyst (FBA), Range A

You are eligible for the Finance Budget Analyst, Range A after one year of experience in California state service performing the duties comparable in responsibility to a JSA, Range B or if you have a Master's degree in any field of study.

Finance Budget Analyst (FBA), Range B

You are eligible for the Finance Budget Analyst, Range B after satisfactorily completing one year as a FBA, Range A.

Staff Finance Budget Analyst (SFBA)

You are eligible for the Staff Finance Budget Analyst after one year of experience performing the duties of a FBA, Range B.

Principal Program Budget Analyst I (PPBA I)

You are eligible for the Principal Program Budget Analyst I after one year of experience performing the duties of a SFBA.

Principal Program Budget Analyst II (PPBA II)

You are eligible for the Principal Program Budget Analyst II after one year of experience performing the duties of a SFBA. NOTE: You do not have to be appointed to the PPBA I prior to being appointed to the PPBA II.

Principal Program Budget Analyst III (PPBA III)

You are eligible for the Principal Program Budget Analyst III after one year of experience performing the duties of a PPBA II.

To review all of the minimum qualifications for each of these classifications, visit CalHR's website at <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

Employees may apply for promotional examinations once they have six months of experience; however, they must fully meet the minimum qualifications before they can be appointed.

THE DEPARTMENT OF FINANCE

The Department of Finance serves as the Governor's chief fiscal policy advisor and promotes long-term economic sustainability and responsible resource allocation.

Department of Finance Objectives

LEADERSHIP: Serve as the statewide leader for fiscal and budget policies by:

- Working collaboratively with other state departments and external stakeholders to meet the priorities of the Governor and the State of California.
- Exercising a statewide leadership role throughout FI\$Cal system development and implementation to promote its successful use as the state's budgeting, accounting, cash management, and procurement system.
- Aligning budget and policy initiatives with priorities of the state and long-term economic sustainability.

WORKFORCE: Recruit, develop, and maintain a premier workforce, consistent with Finance's fiscal and budget policy leadership role.

ACCOUNTABILITY: Promote transparency and trust by developing efficient processes and systems that allow easy access to state data and information.



915 L Street ■ Sacramento, CA 95814
www.dof.ca.gov

CAREER OPPORTUNITY

Finance Budget Analyst



Finance Budget Analyst

The Department of Finance advises the Governor's Office on policy and budget issues that impact the people of California and have national policy implications. Finance Budget Analysts play a key role in helping to inform public policy decisions, the state budget, and legislation in areas such as health care, education, environmental regulation, and public safety.

Through the annual budget process, Finance Budget Analysts become policy experts in their field, responsible for advising policymakers on important issues facing California. The Department of Finance develops the Governor's annual budget proposal, which outlines the Administration's policy and fiscal goals for California. As part of this process, Finance Budget Analysts may:

- Review, analyze, and make independent recommendations on funding requests from state department officials;
- Conduct surveys, investigations, and forecasts of state programs;
- Consult with local, state, and federal officials and various stakeholders to develop informed recommendations on fiscal and policy issues; and
- Draft and review legislation necessary to carry out the proposals in the Governor's budget.

After the release of the proposal in January, a Finance Budget Analyst becomes the public representative of the Administration, responsible for defending the Governor's budget proposals. Through budget enactment in June, Finance Budget Analysts:

- Explain and defend the Governor's proposals through testimony in legislative budget hearings and meetings with legislative staff;
- Analyze budget proposals from the Legislature and Legislative Analyst's Office; and

- Assist in the development of budget compromises that factor in legislative, departmental, and stakeholder concerns;

Throughout the year, Finance Budget Analysts:

- Perform continuous oversight of departmental budget appropriations;
- Provide information and instruction to departments on fiscal procedures, organization, and other related issues; and
- Analyze legislation in a specified policy area for fiscal impacts on the state.

This position calls for a diverse skill set, and requires individuals to work well both in a team and individually. Strong communication skills are needed for public speaking, to develop thorough written analyses, and to lead problem-solving efforts with other Finance staff and colleagues in state departments. A solid understanding of basic mathematical, economic, and statistical principles is critical for analyzing the fiscal implications of policy decisions and evaluating the long-term stability of state programs.

For additional information please contact:

Jeanna Wimberly, Budget Recruitment Officer
Department of Finance
915 L Street
Sacramento, CA 95814
(916) 445-8918

TDD: 1-800-735-2929 from TDD phones
1-800-735-2922 from voice phones
e-mail: FBArecruiting@dof.ca.gov

The Department of Finance is an equal opportunity employer.

EMPLOYEE BENEFITS

Leave

Employees may participate in the Annual Leave Program or elect to earn vacation and sick leave. New employees earn 15 hours of leave per month.

Salary

Starting salary for Junior Staff Analyst, Range A is \$47,814/yr.

Starting salary for Junior Staff Analyst, Range B is \$51,731/yr.

Starting salary for Finance Budget Analyst, Range A is \$65,195/yr.

Each of the aforementioned salaries includes the recruitment and retention pay differential and a hire above minimum authorization.

Holidays

Time-off with pay for all official state holidays. Permanent employees are entitled to one personal holiday per fiscal year.

Retirement

New State employees automatically become members of the California Employees' Retirement System (CalPERS) defined benefit retirement plan.

Health Benefits

Covers employee, spouse, registered domestic partner, and dependents; offers a broad range of health insurance plans.

Other Benefits

Dental, vision, \$25,000 employer paid life insurance policy, deferred compensation plans, discounted public transit passes, pre-tax parking, paid overtime, paid leave options, Group Legal Services Plan, Long-Term Disability Insurance, and Employee Assistance Program.

Training

Over 30 formal job-related courses, on-the-job training, continuing education training, and career counseling.