

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, high-energy, prestigious organization with great potential for personal development and career advancement? Would you find working with high-level management in State Government and the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in areas such as budget policy development, auditing and program evaluation; accounting and fiscal systems; information technology consulting and information services; demographic, financial and economic research; and general administration.

Look no further, apply today!

Graduate Student Assistant

(Summer Intern – Multiple Positions – All positions are in Sacramento)

SALARY RANGE:

\$ 12.11 – 18.89 per hour

FINAL FILING DATE:

January 20, 2017

QUESTIONS ABOUT THE JOB:

Estella Simoneau
(916) 445-8918
(916) 324-6547 *TDD
E-mail: estella.simoneau@dof.ca.gov

SEND MATERIALS TO:

Department of Finance
Attn: Estella Simoneau
Administration Unit
915 L Street, Suite 1235
Sacramento, CA 95814

HOW TO APPLY:

Submit a standard state application (Std. 678 application can be found here: <https://jobs.ca.gov/Public/StateForms.aspx>), resume, proof of registration as a graduate student in a college or university of recognized standing, and three references (name, relationship and telephone number). In addition, applicants must include a one-page statement of interest outlining why applicant is interested in an internship position with the Department of Finance (Finance).

POSITION DESCRIPTION:

Finance is offering a paid 12-16 week summer internship opportunity for graduate level students. Participating interns work under the direct supervision of an experienced fiscal, policy, or research analyst and gain on-the-job training that integrates education, career development, and public service.

During the summer, interns will independently gather, evaluate and analyze information on an assigned project. Interns perform analysis on policy or statewide issues and apply analytical techniques learned in their graduate programs to a practical issue facing Finance or the State of California. Interns will observe professional staff in action; attend staff meetings, lectures, or other unit activities; and may attend hearings and other proceedings. At the completion of the assignment, interns will complete a deliverable which can include a formal presentation, issue paper, and/or internal memo describing the analysis, including findings and recommendations. Deliverables may be incorporated into a larger work product that Finance may produce.

Interns will have opportunities to interact and network with fellow interns throughout the duration of the internship. This interaction will provide positive learning benefits and opportunities for information sharing.

Interns are not guaranteed a job at the end of the internship; however, interns should explore the possibility of earning academic credit through their schools.

"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: December 8, 2016

Applications will be screened and only the most qualified will be scheduled for interviews which can occur in person, by telephone, or videoconference during February, 2017.

All appointments are subject to applicable state personnel rules.

DESIRABLE QUALIFICATIONS:

Subject Matter Interest: Possess an interest in public policy, accounting/auditing, finance, demography, economics, or a comparable field, which can be demonstrated by course work at the graduate level.

Technical Skills: Excel or other data management skills which can be demonstrated by course work in accounting/auditing, statistics, or other data-intensive subjects. Possess strong analytical skills and be willing to absorb and process a large amount of information.

Communication Skills: Effectively communicate both verbally and in writing. Demonstrated experience in preparing oral presentations, memos, reports, issue papers, or articles for internal and external audiences.

Personal Characteristics: Professionalism, integrity, initiative, dependability, good judgment and availability to work full-time for the duration of the project.