

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!

Graduate Student Assistant

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

SALARY RANGE:

\$ 12.94 – 20.19 per hour

FINAL FILING DATE:

January 19, 2018

QUESTIONS ABOUT THE JOB:

JoLynn Sanchez

(916) 445-3368

(916) 324-6547 *TDD

E-mail: jolynn.sanchez@dof.ca.gov

SEND MATERIALS TO:

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

HOW TO APPLY:

Submit a standard state application (Std. 678 which can be found here:

<https://jobs.ca.gov/pdf/std678.pdfh>), 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. Finance employees advise the Governor's Office on policy and budget issues in areas such as health care, education, environmental regulation, and public safety.

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, 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, 2017

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](#).

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, 2018.

This is a non-testing classification, therefore anyone meeting the minimum qualifications listed on the classification specification may apply for this position. Individuals who are, or have been, a dependent child in foster care, a homeless youth, or a formerly incarcerated youth as defined by Government Code section 18220 are encouraged to apply and will be given priority. If you are applying under this eligibility status, please note on your application your eligibility by stating "preference under Government Code section 18220". Please note that prior to appointment, individuals claiming preference under one of these categories will be required to furnish documentation establishing their eligibility.

DESIRABLE QUALIFICATIONS:

Subject Matter Interests: 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.