

# EMPLOYMENT OPPORTUNITY BULLETIN



## STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814  
[www.dof.ca.gov](http://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 organization where there are opportunities to engage in important policy issues? Would you find working with high-level 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, with great potential for personal and career advancement.

**Look no further, apply today!**

### Finance Budget Analyst

(Multiple Positions - Permanent/Full-Time) (CBID E97)

#### **SALARY RANGES (salaries are subject to final CalHR approval):**

##### **Junior Staff Analyst:**

Range A - \$53,268

Range B - \$57,628

##### **Finance Budget Analyst**

Range A - \$72,634

Range B - \$71,042 – \$88,981

##### **Staff Finance Budget Analyst**

\$81,985 – \$101,878

**Note:** The salaries noted above are annual salaries which include a recruitment and retention pay differential.

#### **FINAL FILING DATE:**

Applications must be submitted and/or postmarked by **July 20, 2018**.

#### **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](#).

#### **POSITION DESCRIPTION:**

Finance Budget Analysts perform analytical and consultative duties necessary to carry out the budget development and management functions of the California Department of Finance, which is the Governor's chief fiscal policy advisor. Analysts are responsible for:

- Developing the annual Governor's Budget, including analyzing departmental budget requests and testifying during legislative hearings.
- Developing written analyses of the fiscal and programmatic impacts of proposed legislation.
- Analyzing unmet public needs and developing alternatives and recommendations for meeting those needs.
- Providing information and instruction to other state agencies concerning budget and financial procedures.

#### **DESIRABLE QUALIFICATIONS:**

- Excellent analytical, writing, and problem solving skills
- Understanding of basic statistical concepts and good working math skills
- Experience in making oral presentations and using Excel
- Good judgment
- Ability to easily adapt to change and to act effectively under pressure
- Ability to gain and maintain cooperative working relationships
- Patience, poise, flexibility, tact, reliability, and dependability
- Ability to work overtime on short notice

## HOW TO APPLY:

Applicants must submit a State of California application (Examination and/or Employment Application, Std. 678), and resume to the Department of Finance, Human Resources Office.

Applicants must provide complete and detailed descriptions of qualifying experience. This information is critical in determining acceptance into the selection process.

Current state employees must indicate on their application their current civil service classification, NOT working titles.

In addition, applicants must include a one-page Statement of Interest indicating why they are interested in a Finance Budget Analyst position with the Department of Finance, using a font no smaller than 12 point.

## SEND APPLICATION PACKAGE

### BY July 20, 2018 TO:

Department of Finance  
Human Resources Office  
915 L Street, Suite 1235  
Sacramento, CA 95814

Electronic applications through your CalCareer account are highly recommended. To apply on-line click [here](#). 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 may obtain an official state application (STD 678) on the CalHR website at:

<https://jobs.ca.gov/pdf/std678.pdf>

## WHO MAY APPLY:

All applicants who meet the minimum qualifications may apply. More information on the Junior Staff Analyst and Finance Budget Analyst minimum qualifications may be found at the California Department of Human Resources (CalHR) website: <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

Individuals must successfully complete and obtain list eligibility on the [Staff Services Analyst](#) and/or [Associate Governmental Program Analyst](#) on-line exam to be eligible for appointment.

Current state employees who meet the minimum qualifications and are within transfer range of the identified class(es), or have eligibility for a Training or Development assignment may apply.

## HIRING PROCESS:

The three-phased process gives interested individuals an opportunity to demonstrate the skills and abilities needed to perform Finance Budget Analyst duties.

Phase I (Application Screening) is tentatively scheduled from July 30 - 31, 2018:

Application packages will be screened to ensure all materials were submitted accurately and timely. Additionally, applications will be screened to ensure candidates have critical skills, knowledge, competencies and minimum qualifications that demonstrate potential success as a Finance Budget Analyst. Those candidates who pass Phase I will be invited to participate in Phase II.

Phase II (Writing/Math Exercise) is tentatively scheduled from August 8 - 10, 2018:

The second phase of the process assesses writing and math competencies. Successful individuals proceed to the third phase of the hiring process.

Phase III (Interviews) is tentatively scheduled from August 20 - 24, 2018:

The third phase of the hiring process consists of interviews with our budget units. This interview is pass/fail. Successful candidates are either hired or placed in a hiring pool, not to exceed one year. Placement in the pool does not guarantee appointment to a Budget Analyst position.

## INFORMATIONAL SESSIONS:

To hear more about the role of a Finance Budget Analyst, and to ask questions, informational sessions will be held on:

July 16 & 18  
12:00 p.m. – 1:00 p.m. and 4:00 p.m. – 5:00 p.m.  
Department of Finance  
915 L Street, Cedar Room  
Sacramento, CA 95814

***If unable to attend in person you may call our Teleconference # 1-877-820-7831.***

***Please e-mail [FBARecruiting@dof.ca.gov](mailto:FBARecruiting@dof.ca.gov) to reserve a seat and indicate your preferred date and time. Seats are on a first come, first serve basis. Teleconference attendees should also reserve their spot via e-mail.***

## QUESTIONS ABOUT THE JOB:

Department of Finance  
Human Resources Office  
(916) 323-4071  
E-mail: [jobs@dof.ca.gov](mailto:jobs@dof.ca.gov) or  
[FBARecruiting@dof.ca.gov](mailto:FBARecruiting@dof.ca.gov)