

# PROMOTIONAL EXAM BULLETIN



## STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814  
www.dof.ca.gov

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### PRINCIPAL PROGRAM BUDGET ANALYST II/III

FINAL FILING DATE: **January 19, 2018**

#### WHO MAY APPLY

This is a PROMOTIONAL EXAMINATION for the Department of Finance (Finance). Applicants must be currently employed with Finance or have eligibility to compete in Finance promotional examinations and have a permanent civil service appointment without a permanent break in service as of the final filing date. Under certain circumstances, other employees and United States Military veterans may be allowed to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements.

#### POSITION DESCRIPTION

For all levels: The incumbent serves as Finance's primary contact with one or more departments; develops expert fiscal and program knowledge in assigned area; identifies policy and program issues on which program analysis projects should be initiated; works with the department(s) to which assigned in preparation of the Governor's Program Budget; consults with line program managers regarding program; advises the Director of Finance and Governor's Office on decisions relating to the program budget and proposed legislation; has final authority to approve a wide range of financial documents that require Finance approval; carries out program analysis projects, using a variety of analytical techniques to evaluate program effectiveness and program alternatives; serves as a resources person in assigned program area to assist other staff conducting program analyses; monitors program implementation; and represents Finance at subcommittee hearings of appropriate committees.

#### MONTHLY SALARY RANGE

Principal Program Budget Analyst II	\$7,972 – 9,053
Principal Program Budget Analyst III	\$8,360 – 9,494

#### HOW AND WHEN TO APPLY

Applications must be submitted and/or postmarked by **January 19, 2018**, the final filing date. Applications filed in person, delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will NOT be accepted for any reason.

Emailed examination applications can be submitted to [jobs@dof.ca.gov](mailto:jobs@dof.ca.gov) or submit directly to:

**HOW AND WHEN TO APPLY**  
(Continued)

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

Examination Applications (Std. 678) are available at the California Department of Human Resources Job Center, and on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

Note: All applications MUST include a current valid e-mail address as examination notices will be sent via e-mail.

**CROSS-FILING  
(SERIES EXAM)**

If you meet the entrance requirements for PRINCIPAL PROGRAM BUDGET ANALYST II AND/OR III, you may file for all examinations on a single application.

**SPECIAL EXAMINATION  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box for Question 2 on the application. You will be contacted to make specific arrangements.

**REQUIRED IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification.

**REQUIREMENTS FOR  
ADMITTANCE INTO THE  
EXAMINATION**

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood, and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" or "OR II," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

**Note:** Applications/resumes must contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range if applicable. Applications/resumes received without this information may be rejected.

**IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO PROVIDE COMPLETE AND DETAILED DESCRIPTIONS OF QUALIFYING EXPERIENCE TO SUBSTANTIATE MINIMUM QUALIFICATIONS. THIS INFORMATION IS CRITICAL IN DETERMINING ACCEPTANCE INTO ANY EXAMINATION**

**Eligibility List**

A departmental promotional eligible list will be established for the Department of Finance. Names of successful candidates will be merged onto the list in order of final scores regardless of the date eligibility is established. Eligibility expires 12 months after it is established.

## MINIMUM QUALIFICATIONS

**ALL LEVELS:** Applicants who are within six months of satisfying the experience or education requirements will be admitted to the examination, but they must fully meet the experience or education requirements before being eligible for appointment.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements.

### PRINCIPAL PROGRAM BUDGET ANALYST II

#### Either I

One year of experience in the California state service performing duties of a Principal Program Budget Analyst I.

#### Or II

One year of experience in the California state service performing duties of a Staff Finance Budget Analyst.

#### Or III

Five years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program which may include revenue forecasting or expenditure estimates, two years of which must have involved the utilization of program budgeting techniques. (Experience in the California state service applied toward this requirement must have included one year performing duties of a class comparable in level of responsibility to that of a Principal Program Budget Analyst I or Staff Finance Budget Analyst.) **and** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### PRINCIPAL PROGRAM BUDGET ANALYST III

#### Either I

One year of experience in the California state service performing duties of a Principal Program Budget Analyst I or Principal Program Budget Analyst II.

#### Or II

Five years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program which may include revenue forecasting or expenditure estimates, two years of which must have involved the utilization of program budgeting techniques and one year of supervisory experience. (Experience in the California state service applied toward this requirement must have included one year performing duties of a class comparable in level of responsibility to that of a Principal Program Budget Analyst I or Principal Program Budget Analyst II.) **and** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## SPECIAL PERSONAL CHARACTERISTICS

**ALL LEVELS:** Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

## EXAMINATION INFORMATION

This examination will consist of the following components:

**Organizational Review Committee (ORC).** This is a third level management review and rating of Supplemental Applications (SA). Competitors will be required to complete a SA that includes narrative responses to specific critical factors as well as supervisory review and input.

Candidate's final score will be weighted based on the ORC. The entire examination is weighted 100%. In order to obtain a position on the eligible list candidates must achieve a minimum score of 70%.

## EXAMINATION SCOPE

Candidates will be tested on:

### A. Knowledge of:

1. Fundamental knowledge of principles, practices, and trends of governmental budgeting and accounting to evaluate program effectiveness, program alternatives, and budgetary needs.
2. Extensive knowledge of program budgeting techniques and governmental functions and organizations necessary to analyze fiscal proposals.
3. Basic knowledge of methods and techniques of effective program management and supervision in order to effectively direct staff and meet Administration, departmental, and unit objectives as they relate to management within the unit.
4. Fundamental knowledge of the legislation process and its impact on program selection and budgeting.
5. General knowledge of a manager's/supervisor's responsibility for promoting equal opportunity in hiring; employee development, promotion, and adverse action; and for maintaining a work environment that is free of discrimination and harassment.
6. Fundamental knowledge of the technical aspects of developing, administering, and controlling a budget.

### B. Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental budgeting and managerial problems.
2. Develop expertise on the subject matter administered by the department or departments to which assigned.
3. Develop and evaluate program alternatives.
4. Analyze data and present ideas and information effectively in a variety of settings to a variety of audiences.
5. Consult with and advise administrators or other interested parties on a wide variety of program issues within assignment area.
6. Appear before legislative and other committees and testify on behalf of the Department of Finance and the administration on fiscal, policy, and program-related matters for either revenues or expenditures.

## EXAMINATION SCOPE

(Continued)

7. Gain and maintain the confidence and cooperation of those contacted during the course of work.
8. Coordinate and supervise the work of others to ensure projects are satisfactorily completed in a timely fashion.
9. Ability to work under pressure to meet deadlines.
10. Exercise a high degree of initiative, independence of action and originality to maintain operational efficiency and effectiveness of the unit.
11. Easily adapt to changing priorities to meet the needs of management.
12. Negotiate with high-level persons throughout the state system on program issues related to assigned policy areas.
13. Speak and write effectively, adjusting style, method, and tools for the knowledge base of the audience.
14. Analyze data to provide information, options, and/or recommendations within the assignment area.
15. Demonstrate tact and good independent judgment when dealing with others.
16. Exercise initiative in correcting matters where appropriate regarding the administration of programs.
17. Direct and review work of subordinates to effectively meet the objectives of management and the Administration.
18. Verbally summarize data and information in an impromptu manner (e.g., reporting the outcome of a meeting or debate, responding to questions following a presentation).
19. Maintain a high degree of professionalism, respect, and courteousness as a representative of the Department of Finance and the Administration.
20. Ability to assess and maintain confidentiality of information or knowledge with respect to program and fiscal-related matters.
21. Negotiate with high-level persons throughout the local government system on program issues related to assigned area.

## VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

## GENERAL INFORMATION

The California Department of Finance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**It Is The Candidate's Responsibility:** To contact the Human Resources Office at (916) 323-4071, TDD (916) 324-6547 three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Human Resources Office at (916) 323-4071, or TDD 324-6547 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test (based upon job-related criteria), and all candidates who pass will be ranked according to their scores.

**Equal Opportunity:** An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older list will be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991, that meet the minimum qualifications as prescribed by the class specifications. Under certain circumstances, other employees may be allowed to compete under provisions of State Personnel Board (SPB) rules 234, 235, and 235.2. SPB rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams.

**State Drug Policy:** It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**Privacy Policy:** Pursuant to Government Code §11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1997. Finance's Privacy Policy is posted on the Department's website at [www.dof.ca.gov](http://www.dof.ca.gov)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
California Relay Telephone Service For The Deaf or Hearing-Impaired  
From TDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922