

# 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 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!**

### Principal Program Budget Analyst II/III (up to 5 positions)

(Permanent Full-Time)

#### SALARY RANGE:

Principal Program Budget Analyst II  
\$7,972 – 9,053

Principal Program Budget Analyst III  
\$8,360 – 9,494

\*These positions are eligible for a recruitment and retention pay differential.

#### 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](#).

#### FINAL FILING DATE:

February 14, 2018

#### QUESTIONS ABOUT THE JOB:

Greg Skubal  
(916) 323-4071  
(916) 324-6547 \*TDD  
E-mail: [Greg.Skubal@dof.ca.gov](mailto:Greg.Skubal@dof.ca.gov)

#### POSITION DESCRIPTION:

Under the general direction of the Assistant Program Budget Manager, the incumbent is responsible for supervising the development, analyses, review, and formulation of recommendations regarding budgetary, fiscal and policy matters. 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 Budget; advises the Director of Finance and Governor's Office on fiscal and policy decisions relating to programs and legislation; has final authority to approve a wide range of financial documents that require Finance approval; represents Finance at legislative hearings; and assists in implementation of FI\$CAL.

#### DESIRABLE QUALIFICATIONS:

- Knowledge of, and experience in the preparation, justification, and analysis of budgets.
- Excellent written communication skills and ability to pay attention to detail when reviewing work of subordinates to effectively meet the objectives of management and the Administration.
- Supervisory experiences as demonstrated by the ability to coordinate and supervise the work of others to ensure projects are satisfactorily completed in a timely fashion.
- Strong analytical skills and experience resolving complex problems or issues.
- Ability to plan, assign, organize, monitor and project workload to meet work demands.
- Ability to take initiative; work independently; work under pressure to meet deadlines and easily adapt to changing priorities.
- Ability to develop and maintain effective and cooperative working relationships across all levels of government.
- Ability to analyze, present ideas and information through effective verbal and written communication.

*"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: January 31, 2018

**SEND APPLICATION TO:**

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

You may obtain an official state application (STD 678) on the CalHR website at:  
<https://jobs.ca.gov/pdf/std678.pdfh>

**WHO MAY APPLY:**

Current state employees with transfer eligibility, individuals who have list eligibility, or eligible for a Training and Development assignment. For more information on Minimum Qualifications, please visit the California Department of Human Resources (CalHR) website:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

Applications will be screened and hiring interviews of only the most qualified may be scheduled. All appointments are subject to applicable personnel rules.

Additional hires may be made from this bulletin if additional positions become available.

- Knowledge of principles, practices, and trends of public finance and governmental budgeting and accounting; program budgeting techniques; and knowledge of the state budget and legislative processes.
- Knowledge of methods and techniques of effective program management and supervision.
- Ability to use a variety of analytical techniques to resolve complex governmental budgeting and managerial problems.
- Knowledge of the budget portion of the FISCAL system.