

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!

Research Program Specialist II

(Permanent, Full-time) (E97)

Department of Finance positions are excluded from collective bargaining.

SALARY RANGE:

Research Program Specialist II \$5946 - 7441

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:

Until Filled

This bulletin will run until filled, applications will be screened as received and interviews will be scheduled on a flow basis.

QUESTIONS ABOUT THE JOB:

Irena Asmundson
(916) 322-2263
(916) 324-6547 TDD*
E-mail: irena.asmundson@dof.ca.gov

POSITION DESCRIPTION:

Under the general direction of the Chief Economist and a Research Manager III, the Research Program Specialist II assists with reviews of regulatory impacts from California agencies proposing new regulations. The topics span all areas of state regulations, such as insurance, environmental policies, health care, and worker safety, among others.

In addition to commenting on impact assessments, general duties include advising departments on how to model regulatory impacts, including data issues, model selection, and framing of analysis. The incumbent is also responsible for tracking regulatory packages, coordinating with budget analysts within Finance, maintaining contacts with regulatory staff in other departments, and assisting as needed with other economic analysis within the Economic Research Unit.

Duty statement available upon request.

DESIRABLE QUALIFICATIONS:

- Graduation from college with a degree in economics or a related field.
- Knowledge of economic models and their application.
- Ability to communicate complex issues to the general public, and explain economic concepts to program staff in other areas, in written and oral form.
- Ability to quickly absorb new material and make recommendations on how to assess economic impacts.
- Ability to exercise a high degree of initiative and independence of action.

SEND APPLICATION TO:

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

ADDITIONAL APPLICATION INFORMATION:

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](#).

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

WHO MAY APPLY:

Current state employees at the Research Program Specialist II, those within transfer range, individuals who have list eligibility or eligible for a Training and Development assignment. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the Explanation box of the application. 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>

Follow link below to take the Research Program Specialist II Examination:

<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx>

In order to be considered, you must provide the following:

- **Current CV or resume;**
- **Names and contact information of three references;**
- **Writing sample (of any length). Coauthored writing samples should specify the nature of the candidate's contribution.**
- **In addition, please provide a brief cover letter (one page) outlining why you are interested in this particular position and how your background, knowledge, skills, and abilities make you the ideal candidate for this position.**

Candidates will be contacted to schedule an interview. Non-citizens who have legal permission to work in the United States may apply.

- Ability to work on multiple projects and meet deadlines.
- Ability to develop and maintain effective cooperative working relationships.

