

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, high-energy prestigious organization with great potential for personal development and career advancement? Would you find working with 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 auditing and program evaluation; accounting and fiscal systems; budget preparation, enactment and administration; information technology consulting and information services; demographic, financial and economic research, and general administration.

Look no further, apply today!

Research Program Specialist II (General)

(Permanent/Full-Time) (CBID E97)

SALARY RANGE:

RPS II: \$5,717 – 7,155

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:

June 2, 2017

QUESTIONS ABOUT THE JOB OR APPLICATION PROCESS:

Vivian Gerlach or Bill Schooling
(916) 323-4086
(916) 324-6547 TDD*
E-mail: Bill.Schooling@dof.ca.gov or
Vivian.Gerlach@dof.ca.gov

SEND APPLICATION TO:

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

POSITION DESCRIPTION:

Under the general direction of a Research Manager III, the Research Program Specialist II (General) analyzes demographic data, trends, and topics to support the statutory and specialized work of the Demographic Research Unit. The outputs are used in the allocation of budgetary resources for the state, and in the analysis of fiscal and policy questions. The incumbent has primary responsibility for the development of research methodologies and statistical techniques for demographic projects and programs within the Demographic Research Unit, and the collection, compilation, analysis and interpretation of datasets including U.S. Census Bureau products. The incumbent designs and leads research projects, and produces concise and comprehensive reports based on research results (housing and poverty are two areas of major interest). The RPS II will work with other demographers on projects, such as quantitative methods research on small area population estimates. As appropriate, utilizes computer technology (e.g. SAS, Word, Excel, PowerPoint, ArcGIS, Stata, etc.) to facilitate data analysis and visualization.

DESIRABLE QUALIFICATIONS:

- Coursework in the principles and practice of demography, or work experience of at least one year in demographic issues.
- Ability to communicate effectively with others and maintain effective working relationships.
- Ability to effectively lead research projects and work as part of a team.
- Ability to organize data and information to work effectively and efficiently on assigned projects.
- Ability to prioritize and meet deadlines.

WHO MAY APPLY:

Current state employees who are within transfer range of RPS II or have list eligibility and meet the minimum qualifications of the position in accordance with State Personnel Board Rule 250, or individuals with list eligibility. You may obtain an official state application (STD 678) on the CalHR website at: <https://jobs.ca.gov/pdf/std678.pdfh>

To obtain list eligibility, please follow this link to take the Research Program Specialist II (General) examination: <https://www.jobs.ca.gov/JOBSGEN/PB163.PDF>

Submit a standard state application (Std. 678), resume, cover letter, and a one-page writing sample intended for a general audience that addresses a demographic topic.

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

Interviews will be held in June or July.

- Ability to work with other researchers to increase the knowledge, skills, and abilities of other demographers.
- Ability to identify and resolve data problems.
- Ability to create data visualization from research and statistical reports.