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!

Staff Services Analyst / Associate Governmental Program Analyst

(12 Month Limited Term/Full-time; may become Permanent) (E97)

Department of Finance positions are excluded from collective bargaining.

**SALARY RANGE:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Services Analyst</td>
<td>L: $3,280 - $4,111</td>
</tr>
<tr>
<td></td>
<td>M: $3,553 - $4,447</td>
</tr>
<tr>
<td></td>
<td>N: $4,261 - $5,334</td>
</tr>
<tr>
<td>Associate Governmental Program Analyst</td>
<td>$5,125 - $6,415</td>
</tr>
</tbody>
</table>

**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:**

May 3, 2019

**QUESTIONS ABOUT THE JOB:**

Estella Simoneau
(916) 445-8918 Ext. 3402
(916) 324-6547 *TDD
E-mail: Estella.Simoneau@dof.ca.gov

**POSITION DESCRIPTION:**

Under the supervision of a Staff Services Manager I, the incumbent performs various consultative and analytical assignments; researches, analyzes, develops, and implements various learning and development programs to meet staff development needs; works with departmental staff to identify training needs and develop curriculum; negotiates curriculum content and contracts for outside consultants; monitors compliance with mandated training; assists with other administrative projects including revising departmental policies, and developing various reports and issue memos.

**DESIRABLE QUALIFICATIONS:**

- Experience developing and implementing innovative training programs.
- Demonstrate presentation skills in front of both large and small groups.
- Ability to research and analyze data to make appropriate recommendations.
- Demonstrate creativity, ability to apply new ways of thinking, solve problems, create new ideas, develop new approaches to help achieve the Department’s mission, and business process reengineering experience.
- Apply proficient experience with various tools to make presentations (e.g. PowerPoint, Prezi, etc.).
- Ability to provide strong commitment to customer service.
- Ability to work under pressure to meet the needs of the Department.
- Ability to perform multiple tasks with accuracy, precision, and neatness.
- Willingness to accept responsibility, exercise initiative, and adapt to changes.

*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, gender identity, 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: April 23, 2019
SEND APPLICATION TO:
Department of Finance
Attn: Megan Waits
Human Resources Office
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:
Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s). Please visit the California Department of Human Resources (CalHR) website:

http://www.calhr.ca.gov/state-hr-professionals/Pages/5157.aspx

http://www.calhr.ca.gov/state-hr-professionals/Pages/5393.aspx

Applications will be screened and hiring interviews of only the most qualified may be scheduled.

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

➢ Demonstrate good independent judgment and creativity.
➢ Ability to gain and maintain effective and cooperative working relationships at all levels.
➢ Demonstrate dependability, sound judgment, flexibility, reliability, patience, poise, and tactfulness.
➢ Ability to communicate effectively both verbally and in writing.