



# PRINCIPAL PROGRAM BUDGET ANALYST I DEPARTMENTAL PROMOTIONAL EXAMINATION

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

## FINAL FILING DATE

Continuous

Applications (STD. 678, Examination / Employment Application) will be accepted continuously. **Application packages will be processed on a quarterly basis. The Department may process applications more or less frequently than quarterly, subject to operational needs.**

**Cut-off Dates:** March 28, 2024  
June 27, 2024  
September 26, 2024  
December 26, 2024

Applications (STD. 678, Examination / Employment Application, Rev. 7-19) sent via mail must be **POSTMARKED** no later than the cut-off dates noted above. Applications postmarked, personally delivered, or received via interoffice mail after the cut-off dates may not be accepted until the following cut-off date.

**Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application. It is not recommended to use tracking postcard PS Form 3811, Domestic Return Receipt, as this may cause a delay in the processing of your application. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked.**

## HOW TO APPLY

[Examination Applications \(STD. 678\)](#) are available at the California Department of Human Resources (CalHR) Job Center, local offices of the Employment Development Department, and on the Internet.

**You may submit your examination application (include copy of degree and/or transcripts) using one of the following three methods:**

1. E-mail your application to [exams@dof.ca.gov](mailto:exams@dof.ca.gov).
2. Via mail to the address below.
3. In person at the address below, during regular business hours (8:00 a.m. to 5:00 p.m.).

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

**DO NOT SUBMIT APPLICATIONS TO THE CALHR. AT THIS TIME THE DEPARTMENT OF FINANCE DOES NOT ACCEPT APPLICATIONS FOR EXAMINATIONS ONLINE. ALL APPLICATIONS MUST INCLUDE A CURRENT VALID E-MAIL ADDRESS AS EXAMINATION NOTICES WILL BE SENT VIA E-MAIL.**

**All application (STD. 678) forms/résumés must include: employment history “from” and “to” dates (month/day/year), time base, hours per week, civil service title/job classification, duties performed, and range if applicable. Application (STD. 678) forms received without this information may be rejected.**

**It is the responsibility of all applicants to provide complete and detailed descriptions of qualifying experience and education to substantiate minimum qualifications. This information is critical in determining acceptance into any examination.**

## SPECIAL TESTING ARRANGEMENTS

Applicants with a disability who are requesting special testing arrangements shall mark the appropriate box in item number 10 on the application. Applicants will be contacted regarding specific arrangements.

## SALARY RANGE

\$9,024 - \$10,243

Note: The above salary does not include the recruitment and retention pay differential.

## WHO SHOULD APPLY

This is a PROMOTIONAL EXAMINATION for the Department of Finance (Finance). Applicants must:

1. Have a permanent civil service appointment with the Department of Finance as of the final filing date, in order to participate in this examination; or
2. Be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Be a person 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 Section 18991.
5. Have moved to another agency and be eligible to take this exam pursuant to [California Code of Regulations 235](#).

**Persons applying for this examination who are using United States military experience must attach a copy of their DD214, Certificate of Release or Discharge from Active Duty, to the application (STD. 678) form.**

## **ELIGIBLE LIST INFORMATION**

A departmental promotional eligible list will be established for the Department of Finance. Names of successful competitors 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. Once you have taken this examination, you may not retake it for 12 months. Applicants must then retake the examination to reestablish eligibility.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the experience and/or education requirements as stated on this bulletin to be accepted into the examination. 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 II," "Or III," 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.

## **MINIMUM QUALIFICATIONS**

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.

**Education:** The following education is required when general experience is used to qualify at any level:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **Either I**

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

### **Or II**

**Experience:** Four 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 and also must have included substantial 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 Staff Finance Budget Analyst.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

(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.)

## **THE POSITION**

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. Positions are located only in Sacramento.

## **EXAMINATION INFORMATION**

This examination will consist of the following component: Organizational Review Committee (ORC). This is a third level management review and rating of Supplemental Applications (SA). Candidates will be required to complete a SA that includes narrative responses to specific critical factors as well as supervisory review. 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 eligibility list, an overall minimum score of 70% must be attained.

## **EXAMINATION SCOPE**

Candidates will be tested on:

### **Knowledge of:**

1. Principles, practices, and trends of governmental budgeting and accounting.
2. Research techniques.
3. Program budgeting techniques and governmental functions and organization.
4. Methods and techniques of effective program management and supervision.
5. The legislation process and its impact on program selection and budgeting.
6. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

### **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.
5. Consult with and advise administrators or other interested parties.

6. Appear before legislative and other committees and testify on behalf of the Department of Finance and the administration on fiscal and program-related matters for either revenues or expenditures.
7. Use techniques such as model building and simulation, formulating assumptions and identifying constraints, estimating market demand in the public sector, allocation of limited resources, risk and uncertainty, systems analysis, problem formulations, price incentives, and comprehensive program monitoring, evaluation, and control.
8. Gain and maintain the confidence and cooperation of those contacted during the course of work.
9. Coordinate the work of others.
10. Act as a team or conference leader.
11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

#### VETERANS' PREFERENCE

Veterans' Preference credit is not granted in promotional examinations.

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#### GENERAL INFORMATION

**The 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.**

**Equal Employment Opportunity:** 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.

**State Drug Policy:** It is the 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.

**Competitor's Responsibility:** It is the competitor's responsibility to contact the Department of Finance, Human Resources Office, Examination Services, at (916) 323-4071, Telecommunications Device for the Deaf (TDD) (916) 324-6547, three days prior to the written test date if a notice has not been received. For an examination without a written feature, it is the competitor's responsibility to contact the Human Resources Office at (916) 323-4071, or TDD 324-6547 three weeks after the final filing date if they have not received a progress notice.

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

Applicants who meet the requirements stated on this bulletin may take this examination, which is competitive. Possession of the entrance requirements does not ensure 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.

**Promotional Examinations:** Competition is limited to those who meet one of the criteria listed under "Who Should Apply" and "Requirements for Admittance to the Examination." Under certain circumstances others may be allowed to compete under the provisions of California Code of Regulations (CCR), Sections 234, 235, and 235.2. The CCR Sections 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or CalHR.

**Privacy Policy:** Pursuant to Government Code Section 11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy pursuant to adherence with the Information Practices Act of 1997. The Department's Privacy Policy is posted on the [Department's Website](#)

The California Relay Service enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929, if you do not have a TDD, call 1-800-735-2922.

(Rev. 12-19)

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