

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!

Principal Program Budget Analyst II/III (up to 6 positions)

(Permanent Full-Time)

SALARY RANGE:

Principal Program Budget Analyst II
\$7,442 – 8,451

Principal Program Budget Analyst III
\$7,804 - 8,863

FINAL FILING DATE:

September 16, 2016

QUESTIONS ABOUT THE JOB:

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

SEND APPLICATION TO:

Department of Finance
Attn: Gladys Imperio-Acosta
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

WHO MAY APPLY:

Current state employees at the Principal Program Budget Analyst II and III levels, those within transfer range and commensurate to Rule 250, or individuals who have list eligibility. Please indicate the basis of your eligibility (i.e. SROA/Surplus, reinstatement, transfer, or list eligible) in the explanation section of the application. Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

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 the budgetary and fiscal 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 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; represents Finance at legislative hearings; and assists in implementation of FI\$CAL.

SCREENING CRITERIA:

- 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.

"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: September 2, 2016

HOW TO APPLY:

To be considered, applicants must submit a State of California application (Examination and/or Employment Application, Std. 678) to the Department of Finance, Human Resources Office.

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

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DESIRABLE QUALIFICATIONS:

- 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.
- Knowledge of principles, practices, and trends of public finance and governmental budgeting and accounting; and 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 FI\$CAL system.