Are you looking for a position in a fast-paced organization where there are opportunities to engage in important policy issues? Would you find working with high-level 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, with great potential for personal and career advancement.

Look no further, apply today!

Finance Budget Analyst
(Multiple Positions - Permanent/Full-Time) (CBID E97)

SALARY RANGE:
Junior Staff Analyst:
Range L - $3,801
Range M - $4,112

Finance Budget Analyst
Range A - $5,182
Range B - $4,976 – $6,233

Staff Finance Budget Analyst
$5,742 – $7,136

Note: These positions are eligible for an additional recruitment and retention pay differential.

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:
Applications must be submitted and/or postmarked by February 10, 2017.

POSITION DESCRIPTION:
Finance Budget Analysts perform analytical and consultative duties necessary to carry out the budget management and budget development functions of the California Department of Finance, which is the Governor’s chief fiscal policy advisor. Analysts are responsible for (1) developing the annual Governor’s Budget, including analysis of departmental budget requests and testifying during legislative hearings, (2) developing written analyses of the fiscal and programmatic impacts of proposed legislation, (3) providing information and instruction to other state agencies concerning budget and financial procedures, and (4) analyzing unmet public needs and developing alternatives and recommendations for meeting those needs.

DESI RABLE QUALIFICATIONS:
✓ Excellent analytical, writing, and math skills
✓ Experience in making oral presentations
✓ Good judgment
✓ Ability to easily adapt to change and to act effectively under pressure
✓ Ability to gain and maintain cooperative working relationships
✓ Patience, poise, flexibility, tact, reliability, and dependability
✓ Ability to work overtime on short notice

*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.
WHO MAY APPLY:
Current state employees who meet the Minimum Qualifications and are within transfer range of the identified class(es), or have eligibility for a Training or Development assignment are eligible to apply.

Individuals must successfully complete and obtain list eligibility on the Staff Services Analyst and/or Associate Governmental Program Analyst exam to be eligible for appointment.

HOW TO APPLY:
Applicants must submit a State of California application (Examination and/or Employment Application, Std. 678), and resume 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/Public/StateForms.aspx

In addition, applicants must include a one-page Statement of Interest indicating why they are interested in a Finance Budget Analyst position with the Department of Finance, using a font no smaller than 12 point.

Current state employees must indicate on their applications their current civil service classification, NOT working titles. Candidates with list eligibility must specify their eligibility on their application. Resumes should describe education and/or experience relevant to the classification for which the application is made.

It is the responsibility of all applicants to provide complete and detailed descriptions of qualifying experience to substantiate Minimum Qualifications. This information is critical in determining acceptance into the hiring process. More information on Minimum Qualifications for the Finance Budget Analyst classification series may be found at the California Department of Human Resources (CalHR) website:

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

HIRING PROCESS:
The three-phased process gives interested individuals an opportunity to demonstrate the skills and abilities needed to perform Finance Budget Analyst duties.

Phase I (Application Screening) is tentatively scheduled from February 20-24, 2017:
Application packages will be screened to ensure all materials were submitted accurately and timely. Additionally, applications will be screened to ensure candidates have critical skills, knowledge, competencies and minimum qualifications that demonstrate potential success as a Finance Budget Analyst. Those candidates who pass Phase I will be invited to participate in Phase II.

Phase II (Writing/Math Exercise) is tentatively scheduled from March 6-8, 2017:
The second phase of the process assesses writing and math competencies. Successful individuals proceed to the third phase of the hiring process.

Phase III (Interviews) is tentatively scheduled from March 20-24, 2017:
The third phase of the hiring process consists of interviews with our budget units. This interview is pass/fail. Successful candidates are either hired or placed in a hiring pool, not to exceed one year. Placement in the pool does not guarantee appointment to a Finance Budget Analyst position.

INFORMATIONAL SESSIONS:
To hear more about the role of a Finance Budget Analyst, and to ask questions, informational sessions will be held on:

February 7 and February 9, 2017
12:00 p.m. – 1:00 p.m. and 5:00 p.m. – 6:00 p.m.
Department of Finance
915 L Street, Redwood Room
Sacramento, CA 95814

Please e-mail FBARecruiting@dof.ca.gov to reserve a seat and indicate your preferred date and time. Seats are on a first come, first serve basis.

QUESTIONS ABOUT THE JOB:
Department of Finance
Human Resources Office
(916) 323-4071 or (916) 445-8918
E-mail: jobs@dof.ca.gov or FBARecruiting@dof.ca.gov

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Issue Date: January 27, 2017