

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!

Finance Budget Analyst

(Permanent/Full-Time) (CBID E97)

SALARY RANGE:

Junior Staff Analyst:

Range A - \$3,690

Range B - \$3,992

Finance Budget Analyst

Range A - \$5,031

Range B - \$4,831 – \$6,051

Staff Finance Budget Analyst

\$5,575 – \$6,928

Note: *These positions are eligible for an additional recruitment and retention pay differential, and are excluded from collective bargaining.*

QUESTIONS ABOUT THE JOB:

Jeanna Wimberly
Budget Recruitment Officer
Department of Finance
(916) 445-8918

E-mail: FBARecruiting@dof.ca.gov

OR

Department of Finance
Human Resources Office
(916) 323-4071
E-mail: jobs@dof.ca.gov

POSITION DESCRIPTION:

Finance Budget Analysts perform analytical and consultative duties necessary to carry out the budget management 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, budget presentation, expenditure and revenue forecasts, and budget defense during legislative hearings, (2) developing written analyses of the fiscal and programmatic impacts of proposed legislation, (3) providing information and instruction to officers and employees of state agencies concerning budget and financial procedures, (4) administering and controlling appropriations and approved expenditure plans, (5) analyzing unmet public needs and developing alternatives and recommendations for meeting those needs, and (6) preparing reports and correspondence.

DESIRABLE 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

INFORMATIONAL SESSIONS:

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

June 28 and July 6, 2016
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.

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 **on or before the final filing date** to be eligible to apply.

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>

All appointments are subject to applicable personnel rules.

FINAL FILING DATE:

Applications must be submitted and/or postmarked by **July 7, 2016**.

SEND APPLICATION PACKAGE TO:

Department of Finance
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

You may obtain an official state application (STD 678) on the CalHR website at:

<https://jobs.ca.gov/Public/StateForms.aspx>

HIRING PROCESS:

This 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 July 18-19, 2016:

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 July 26-28, 2016:

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 August 10-12, 2016:

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.

HOW TO APPLY:

To be considered, 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.

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.