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!

Research Manager III (General)
(Permanent Full-Time)

SALARY RANGE:
Research Manager III (General)
$7,301 - $8,289

POSITION DESCRIPTION:
This position functions as the lead reviewer for impact assessments of major regulations in the Economic Research Unit, including filling in for the Chief Economist on regulatory issues. The major regulations review program was established in 2013 to oversee the impact assessments written by state agencies proposing new regulations having costs or benefits of at least $50 million in a year. This position takes responsibility for completing reviews of impact assessments, manages the outreach and training program for state agencies, and supervises the economist assigned to regulatory review. The incumbent works under the supervision of the Chief Economist and cooperates closely with the staff of Demographic and Revenue Research, as well as the Program Budget Manager for Forecasting to ensure that state agencies follow Finance regulations; impact assessments cover the main economic impacts of the proposed regulation; and that policy and budgeting implications of proposed regulations are understood by appropriate staff in Finance and across the state. In addition, the incumbent is expected to participate in the research initiatives of the Forecasting Units.

DESIRABLE QUALIFICATIONS:

- Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch.
- Knowledge of principles, practices, and trends of public administration, organization, management, and policy formulation and development, including the rulemaking process.
- Knowledge of economics, with particular emphasis on impact assessments of policy.
- Knowledge of program development and evaluation, methods of administrative problem solving, and personnel management.

Final Filing Date: February 17, 2017

Questions About the Job:
Irena Asmundson
(916) 322-2263 x2403
(916) 324-6547 *TDD
E-mail: Irena.Asmundson@dof.ca.gov

Send Application To:
Department of Finance
Attn: JoLynn Sanchez
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA  95814

*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: February 6, 2017

FINA:

FINAL FILING DATE:
February 17, 2017

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Application packets may be submitted for this position electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**WHO MAY APPLY:**
Current state employees with transfer eligibility, individuals who have list eligibility. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the Explanation box of the application. For more information on Minimum Qualifications, please visit the California Department of Human Resources (CalHR) website: [http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx](http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx)

In ordered to be considered, you must indicate in the “Job Title box”, on your state application which classification you are applying for.

Applications will be screened and interviews may be scheduled. All appointments are subject to applicable personnel rules.

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

In order to be considered for this position you must submit a Statement of Qualifications (SOQ) with specific information and examples of how your background meets the Desirable Qualifications. Further, this Statement of Qualifications must discuss your ability to perform the duties of this position. Statements must be prepared in narrative format, typed to facilitate easy reading, and not exceed three pages in length with a font size no smaller than 11 point. Resumes do not take the place of the Statement of Qualifications.

To obtain list eligibility, you may apply for the Research Manager III open exam online on the CalHR website at: [https://jobs.ca.gov/Public/Bulletin.aspx?examCD=4PB3602](https://jobs.ca.gov/Public/Bulletin.aspx?examCD=4PB3602)

- Knowledge of the Department’s Equal Employment Opportunity (EEO) Program objectives and the manager’s role in the EEO Program, and the processes available to meet equal employment opportunity.
- Ability to plan, organize, and direct the work of multi-disciplinary professional staff.
- Ability to analyze administrative policies, organization, procedures and practices.
- Ability to integrate the activities of a diverse program to attain common goals.
- Ability to gain the confidence and support of top level administrators and advise them on a wide range of administrative matters.
- Ability to develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches.
- Ability to analyze complex problems and recommend effective courses of action.
- Ability to prepare and review reports.
- Ability to promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.

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