



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Associate Budget Analyst

(Will consider Staff Services Analyst)

TENURE: Permanent

TIME BASE: Full Time

SALARY: Associate Budget Analyst \$4,784 - \$5,988

Staff Services Analyst A \$3,063 - \$3,838

B \$3,317 - \$4,152

C \$3,977 - \$4,980

LOCATION: Budget Office, Administrative and Financial Management Services Division
Sacramento, CA

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES: Under the direction of the Budget Officer, a Staff Services Manager II (Supervisory), the incumbent performs a wide variety of duties involving complex technical budget processes and sensitive policy issues. Works directly with division and Executive Office personnel and represents the Commission's interests on budgetary matters with various control agencies.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Ability to communicate effectively and deal tactfully with people involving sensitive issues and situations
- Familiarity with the budget development and maintenance processes, schedules, and documents
- Ability to work well under pressure, set priorities, and ensure effectiveness of fiscal policies and procedures
- Ability to work independently and as a part of a team
- Working knowledge of Microsoft Word and Excel
- Ability to write effectively and to document policies and processes

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #202-086 and Position #535-202-5284-801 in the "Explanation Section" of the STD 678.** A separate application is required for each position. Resumes are welcomed but do not take the place of the completed State Application STD 678.

Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

Please Note: *Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #202-086
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

**California Relay (Telephone) Service for
the Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

