

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.

DEPARTMENT	Financial Information System for California (FI\$Cal)	DIVISION	Communications Division/External Affairs Office
CLASSIFICATION	Associate Governmental Program Analyst (AGPA)	POSITION NUMBER(S)	333-550-5393-003
TENURE/TIME BASE CBID	Permanent/Fulltime R01	SALARY RANGE	\$4,600.00 - \$5,758.00 Per Month
RELEASE DATE	April 24, 2017	FINAL FILING DATE	May 22, 2017

DOING WHAT IS BEST FOR THE FUTURE OF CALIFORNIA'S FINANCIAL ENTERPRISE!

Looking for a change? Do you want to make a real difference? Join the team responsible for changing financial management in the State of California.

The Financial Information System for California (FI\$Cal or FI\$Cal Project) is a historic partnership of the Department of Finance, the State Treasurer's Office, the State Controller's Office, and the Department of General Services — to transform the existing budgeting, accounting, procurement, and cash management systems to optimize the financial business management of the State. FI\$Cal will allow the State to operate as a single enterprise for the first time in history.

Join FI\$Cal. With a passion for implementing change and vision for enterprise-wide thinking, you will take a leading role in achieving our goal to bring enterprise resource planning tools and statewide process improvement to the State of California.

THE FI\$Cal PROJECT IS SEEKING MOTIVATED CANDIDATES WITH THE FOLLOWING CHARACTERISTICS:

- ✧ Ability to exercise a high degree of initiative, independence of action, and originality;
- ✧ Ability to learn rapidly, follow directions, and communicate effectively with others;
- ✧ Ability to work unscheduled excess hours if needed to achieve Project goals;
- ✧ Ability to maintain regular, consistent, and predictable attendance.

Candidates must also:

- ✧ Demonstrate good judgment, tact, initiative, and diplomacy;
- ✧ Be highly adaptable – and have the ability to adjust to multiple, changing priorities requiring quick turnaround;
- ✧ Be able to work in a matrix team environment, collaboratively and cooperatively with staff from multiple departments and agencies, and numerous vendors.

DUTIES: Under the general direction of the Chief, External Affairs (Staff Services Manager III), the Associate Governmental Program Analyst (AGPA) will be responsible for a variety of assignments related to legislation, tracking and monitoring internal and external communications, and performing research and analysis to produce reports.

This position must be knowledgeable on the legislative process. The incumbent will independently track and monitor legislative bills and hearings. The incumbent is responsible for notifying management of upcoming hearings and legislation pertinent to the department. The incumbent will also serve as the key editor of internal and external correspondence and publications (e.g. letters, memos, and presentations) to ensure quality and accuracy. The incumbent will assist in preparing the Director, Chief Deputy Director, and executive management staff for legislative hearings, media interviews, and other high level internal and external meetings.

WHO MAY APPLY: Current State employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility.

HOW TO APPLY: All interested candidates must submit a State Application (Std. 678, Rev. 10/2013) with original signature to the address listed below. **Please write “RPA # F16-153 / Position # 333-550-5393-003” on your application and indicate the basis of your eligibility in the job title section (i.e. Training and Development, List Eligibility, Lateral Transfer, and etc.).** Applications without this information may be rejected. Please do **not** include page 5 (Equal Employment Opportunity questionnaire) of the State Application.

For more information, visit the [official bulletin](#).

ADDITIONAL REQUIREMENT: Please submit a Statement of Qualifications (SOQ) that specially address the questions indicated below. Your response should demonstrate how your knowledge, skills, and training meet the job description and duties and the desirable qualifications/qualities required to assume this position. The statement should be no longer than three (3) pages in length and no less than two (2), 12 point Arial font, single spaced.

1. Communication is a critical factor in FI\$Cal’s effort to engage new waves of users, the Legislature, and other external audiences. What do you see as attributes of good communication? When have you practiced such communication to external audience? Provide specific examples with dates.
2. One of the main duties of this position is tracking legislation as well as departmental correspondences. This requires, among other things, consistent monitoring of multiple bills, assignments, letters, and memos, as well as delivering timely status reports to management. What is your experience with managing multiple assignments and ensuring each assignment is completed timely? What methods do you employ to ensure management is apprised on the latest status? Provide specific examples with dates.
3. This position will advise and make recommendations to management on sensitive and complex issues. Describe your process in developing recommendations for leadership/supervisor? Provide specific examples with dates and employers.
4. The Communications Division is responsible for communicating accurate and timely information on the largest public sector IT effort in California. What systems have you

established or steps have you taken to ensure your work is accurate? Provide specific examples (e.g. description of assignment or project).

5. Effective writing skills and logical organization are integral for this position. What are the key factors to ensure written assignments are grammatically correct and organized logically? What is your experience with organizing written information in a logical and clear format? Provide specific examples (e.g. description of assignment or project).

Application packages received without an SOQ will not be considered.

The selected candidate considered for the advertised position may be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

APPLICATIONS SUBMITTED VIA EMAIL OR FACSIMILE WILL NOT BE ACCEPTED.

LOCATION OF WORK: Positions are located at FI\$Cal Project headquarters, 2000 Evergreen Street, Sacramento, CA, 95815. This location has **free parking!**

SEND APPLICATION TO:

Financial Information System for California
Human Resource Office
2000 Evergreen Street, Ste. 120
Sacramento, CA 95815

Telephone: (916) 576-5240

TDD*: (916) 324-6547

ADDITIONAL INFORMATION: For general information about the FI\$Cal Project, visit: <http://www.fiscal.ca.gov>

APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE SCHEDULED FOR INTERVIEWS. ALL APPOINTMENTS ARE SUBJECT TO APPLICABLE PERSONNEL LAWS AND RULES.

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.