



California's first Citizens Redistricting Commission (Commission) is a 14-member Commission created by the passage of Proposition 11, the Voters FIRST Act, in 2008. It is charged with redrawing the California State Senate and Assembly, State Board of Equalization, and- as a result of the 2010 passage of Proposition 20- Congressional districts based on information gathered during the 2010 census and every 10 years thereafter. The Commission must draw the State Senate, Assembly, and State Board of Equalization districts in conformity with strict, nonpartisan rules designed to create districts of reasonably equal population that will provide fair representation for all Californians. Congressional districts shall achieve population equality as nearly as is practicable. By August 15, 2011 the Commission shall approve four final maps.

<b>DEPARTMENT:</b>	Citizens Redistricting Commission	<b>RELEASE DATE:</b>	Jan 26, 2011
<b>POSITION TITLE:</b>	Budget Officer	<b>FINAL FILING DATE:</b>	Feb 2, 2011
<b>SALARY RANGE:</b>	\$4424 – \$5339 / Month	<b>LOCATION</b>	Sacramento, CA

**POSITION DESCRIPTION**

Under the general direction of the Office Manager, the Budget Officer provides responsible and complex technical oversight of fiscal and business practices for the Commission. The Budget Officer works independently to provide analysis, technical assistance and direction to the Commission in all areas associated with budget planning, development, and execution. The Budget Officer is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence in performing a complex workload, with short deadlines, and the need for a very high degree of accuracy and thoroughness.

The Commission offers a comprehensive benefits package through the State of California including a Defined Benefit plan, health care plan and leave time. See the following website for more detailed information <http://www.dpa.ca.gov/benefits/employeebenefits.shtm>

Employees of the Commission occupy non civil service positions serving at the pleasure of the Commission.

The Voters FIRST Act states, “The commission shall apply the conflicts of interest listed in paragraph (2) of subdivision (a) of [Government Code] Section 8252 to the hiring of staff to the extent applicable.” As such, individuals seeking employment with the Commission should read the *Guidance on Conflicts of Interest*, attached.

## **MINIMUM QUALIFICATIONS**

Applicant must be a self-starter who can function as the Commission's expert in the areas of fiscal and business practices, taking the lead, solving problems and developing solutions from end-to-end. The Applicant provides technical assistance and direction to the Commission in all areas associated with budget planning, development, and execution. Such overall ability requires possession of the following:

- Education and or strong experience in finance, accounting, or related field.
- Ability to Interpret and comply with instructions and policy established by the Commission, the Secretary of State's Office, and the Governor's Office related to the development of the annual Governor's Budget.
- Ability to coordinate the preparation of budget change proposals; prepare detailed budget reports with accompanying reporting schedules and documents as required for operations of the Commission.
- Perform continuous budgetary reviews and maintain controls for appropriations through position review and expenditure analysis. Prepare reports, presentations and display of the results of the analysis completed.
- Coordinate with Commission managers to prepare required fiscal reports or special studies related to fiscal matters, conduct analysis of fiscal affairs, including data gathered from various automated systems
- Knowledge of financial procedures of the State of California; purposes, functions and fiscal organizations of State Agencies; and laws relating to the financial administration of State Government.

## **DESIRABLE QUALIFICATIONS**

It is anticipated the Budget Officer will be a highly competent, organized and experienced professional with a demonstrated track record. Such overall ability requires possession of most of the following specific knowledge and abilities:

- Prepare reports and supporting documentation in preparation for agency and legislative budget hearings.
- Ability to present fiscal reports and findings in a clear, accurate and concise manner to the Commission and legislative committees.
- Ability to represent the Commission effectively internally, and with the public.
- Ability to prioritize and adapt to evolving priorities.
- Willingness to work irregular hours with limited notice.

## **FILING INSTRUCTIONS**

**Interested applicants must submit an application packet consisting of:**

(1) A completed Standard State Application (Form 678).

<http://jobs.ca.gov/OEC/jobs/stateapp.aspx>

(2) A "Statement of Qualifications."

The Statement is a narrative discussion of how the applicant's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and be no more than four pages in length with a font size no smaller than 12 point.

Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date of Feb 2, 2011 to:**

Secretary of State, Human Resource Unit  
1500 11th Street, Suite 475, Sacramento, CA 95814  
Frederick Radcliffe | 916-653-6987 | [Frederick.radcliffe@sos.ca.gov](mailto:Frederick.radcliffe@sos.ca.gov)

*California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones:  
(800) 735-2929, from voice phones: (800) 735-2922*