

# STATE OF CALIFORNIA

## GOVERNOR'S OFFICE *of* PLANNING AND RESEARCH

Associate Budget Analyst  
Salary: \$4402-\$5511  
Location: Sacramento

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.
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Under the general direction of the Directors of the Office of Planning and Research (OPR) and California Volunteers (CV), and under the supervision of the Deputy Directors of OPR and CV the Associate Budget Analyst is responsible for the full range of sensitive and complex budget activities associated with the various programs within the OPR, CV, and the Strategic Growth Council (SGC). The incumbent will serve as a resource for departmental staff on required budgetary actions.

### **Typical Duties include the following:**

Prepares baseline budget; prepares budget revisions; reviews, analyzes, and evaluates and processes budget change proposals; reconciles appropriation by source of funding; prepares and processes transfer of budget allotments; provides budget information, instruction and assistance to department staff; makes recommendations on budget matters to higher level management; analyzes proposed legislation to determine funding impact on department programs; may review purchase estimates and contracts; and prepares reports and correspondence.

Tracks operating revenues and expenditures; analyzes a variety of accounting data to assist in the application of financial information in order to resolve various management issues; and participates in the preparation and on-going administration of OPR's, CV's, and SGC's Annual Budget. This includes, but not limited to the preparation of cost projections, analysis, and review of Budget Change Proposals; preparation of technical budget documents including Budget Revisions and Section Letters; and responding to requests for information by the Legislature, Legislative Analyst's Office, Department of Finance, and other control agencies.

Reviews and analyzes monthly expenditures and programs' mid-year expenditure projections to ensure programs are within authorized budgets; works with program staff to resolve potential funding issues; summarizes results of budget hearings and legislative decisions; prepares detailed fiscal reports; and performs other duties as required.

### **Required Skills, Knowledge, and Abilities:**

The incumbent must have a fundamental knowledge of state and federal budgeting, uniform accounting system, financial procedures of the State, research techniques, and gain a solid understanding of the various programs operated by this department to ensure projects and expenditures are commensurate with program deadlines. They must have the ability to develop various types of budget documents, analyze and solve difficult budget problems; establish and maintain cooperative working relationships with various control agencies and others contacted in the workplace.

**Compensation and Benefits:**

The State of California benefit package may include:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and Sick Leave or Annual Leave
- Professional Development Day – two day per fiscal year
- Medical, dental, and vision insurance
- Life insurance basic coverage of \$50,000 for managers and \$25,000 for supervisors, confidential, and excluded employees.
- Voluntary enrollment into a deferred compensation program Long-term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Service Plan.
- This position is exempt from Civil Service.

**Final Filing Date:**

July 11, 2014

**Review and Selection Process:**

Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Associate Budget Analyst serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

**If interested, please submit a resume to:**

Anthony Chavez  
California Volunteers, Director of Administration  
770 L Street, 11<sup>th</sup> Floor, Suite 1160  
Sacramento, CA 95814

Questions may be directed to [Anthony.Chavez@cv.ca.gov](mailto:Anthony.Chavez@cv.ca.gov)