

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.

<b>DEPARTMENT:</b>	Financial Information System for California (FI\$Cal)	<b>RELEASE DATE:</b>	August 19, 2016
<b>CLASSIFICATION:</b>	Administrative Assistant II	<b>FINAL FILING DATE:</b>	Open Until Filled
<b>TENURE/TIME BASE:</b>	Permanent/Full Time	<b>POSITION NUMBER(S):</b>	333-100-5358-001
<b>CBID:</b>	R01	<b>DIVISION:</b>	Executive Office
<b>SALARY RANGE:</b>	\$4,600.00 - \$5,758.00 Per Month		

## 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 Director of FI\$Cal, the Administrative Assistant II performs varied administrative tasks involving a high degree of responsibility, and other related work to support the department. The Administrative Assistant II will exercise a wide latitude in performing difficult, complex, and highly responsible administrative support activities. The incumbent must possess excellent, effective communication skills, and establish and maintain good working relationships within the department, partner agency representatives, and executive staff.

**WHO MAY APPLY:** Current State employees at the Administrative Assistant II 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 # F16-020, Position # 333-100-5358-001” 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.

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.