# CAREER OPPORTUNITY

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 (including pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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| **DEPARTMENT:** | FI$Cal Project | **RELEASE DATE:** | April 8, 2016 |
| **CLASSIFICATION:** | Staff Services Analyst (SSA) | **FINAL FILING DATE:** | Open Until Filled |
| **TENURE/TIME BASE:**<br>**CBID:** | Permanent/Full Time<br>R01 | **POSITION NUMBER(S):** | 333-551-5157-xxx |
| **SALARY RANGE:** | $2,945 - $4,788<br>Per Month | **TEAM(S):** | Project Delivery Division, Client Relations & Readiness Unit |

## 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$Cal) is a historic partnership of the Department of Finance, the State Treasurer's Office, the State Controller's Office, and the Department of General Services — to transform the existing budgeting, accounting, procurement, and cash management systems to optimize the financial business management of the State. FI$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.

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**DUTIES:** Under the supervision of the Client Relations & Readiness Support Manager (SSM I), the Client Relations & Readiness Coordinator, Staff Services Analyst (SSA) is responsible for a wide variety of analytical work and related technical tasks associated with change management for FI$Cal. The incumbent will assist with the design, development, and implementation of processes and procedures to help departments establish a governance structure, enabling the business to "own", participate and manage the transition from their current operational state to the future state of FI$Cal. The incumbent, with expert advice and general guidance from the Readiness Support Manager, will assist with the implementation, design and maintenance of the change management database and documents.

As a member of the Client Relations & Readiness Team, the incumbent performs analytical, planning, and development tasks at the journey level in support of FI$Cal. The incumbent works within the PDD and will focus on organizational change management efforts designed to formulate and implement the new FI$Cal Procurement, Budget, and Accounting software solution statewide to over 150 departments and approximately 13,000 state employees. The incumbent must be proficient in oral and written communications to articulate information to various stakeholders in a clear and effective manner. Misinformation or lack of clarity can delay the Project. The SSA must build strong partnerships with each departmental liaison. The incumbent will use tact and interpersonal skills to foster those partners to execute change management activities and to promote alignment of purpose and focus among stakeholders. Incumbents will be trained in change management by the System Integrator and will assist with determining if each department is ready to transition to the new system, assist in identifying any resistance and/or obstacles that might be present, and assist with development and implementation of corrective actions to work through resistance in a timely manner that allows a smooth implementation. This process will be repeated for each wave of the implementation.

**WHO MAY APPLY:** Current State employees at the SSA level, those within transfer range who also meet the Minimum Qualifications for SSA, or individuals who have SSA list eligibility.

Applications for the Associate Governmental Program Analyst (AGPA) level will also be considered.

Please write ***"PDD – CR&R SSA - Position # 333-551-5157-xxx (RPA F15-139)"*** on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The selected candidates considered for the advertised positions will 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 headquartered at the FI$Cal Project which is currently located at 2000 Evergreen Street, Sacramento, CA. This location has **free parking**!

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**SEND APPLICATION AND RESUME TO:**

FI$Cal Project
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 RULES.

Pursuant to Government Code 11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1977. The Finance Privacy Policy is posted on the Department's website at www.dof.ca.gov.

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.