



# 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.

<b>DEPARTMENT:</b>	FI\$Cal	<b>RELEASE DATE:</b>	December 31, 2015
<b>CLASSIFICATION:</b>	Staff Services Manager I (Specialist)	<b>FINAL FILING DATE:</b>	January 22, 2015
<b>TENURE/TIME BASE:</b>	Permanent/Full Time	<b>POSITION NUMBER(S):</b>	333-150-4800-001
<b>CBID:</b>	S01		
<b>SALARY RANGE:</b>	\$5,311 - \$6,598 Per Month	<b>TEAM(S):</b>	Executive Office

## 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.

**DUTIES:** Under the general direction of the Project Director (CEA C), the Staff Services Manager I (SSM I) (Specialist) will serve as the Executive Support Manager (ESM) responsible for managing, leading, and executing efforts and initiatives in support of the Project Director and



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Executive Management staff as well as an internal consultant to the Executive Partner and Project Director. The incumbent will conduct reviews of highly complex reports submitted to the Project Director and will serve as a single point of contact for communication and coordination for project related issues and requests. The ESM represents a vital role in the Project's activities by leading, executing, and managing strategic initiatives working in collaboration with internal project groups and various external audiences.

This position functions as a member of a team tasked with designing, developing, and implementing a new financial management software system in collaboration with the System Integrator that will replace the State's current fragmented legacy financial management systems. The incumbent will participate in teams and workgroups, and provide subject matter expertise which requires difficult and sensitive program development, policy, or coordination planning.

The incumbent is expected to exercise a high degree of initiative, independence and originality, demonstrate tact, and exercise sound judgment while recognizing the best interests of the State and FI\$Cal. The incumbent is expected to communicate effectively, develop and maintain effective and cooperative working relationships, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity, work under pressure to meet deadlines, and easily adapt to changing priorities. The incumbent must possess proficiency in analyzing state functional and administrative processes and be highly proficient in oral and written communications to articulate information to the vast and varied stakeholders in a clear, concise, timely, targeted, effective, and relevant manner.

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

Please write ***“Exec SSM I - Position # 333-150-4800-001 (RPA F15-099)”*** 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 position 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!**

**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



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**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.

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.