

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>	September 29, 2016
<b>CLASSIFICATION:</b>	Associate Governmental Program Analyst (AGPA)	<b>FINAL FILING DATE:</b>	October 13, 2016
<b>TENURE/TIME BASE:</b> <b>CBID:</b>	Permanent/ Fulltime R01	<b>POSITION NUMBER(S):</b>	333-500-5393-002
<b>SALARY RANGE:</b>	\$ 4,600 - \$ 5,758 Per Month	<b>DIVISION:</b>	Strategic Planning and Communication Division

## 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 direction of the Client Communications Manager, Staff Services Manager II (SSM II), the Communications Analyst works on all aspects of the communications program of the FI\$Cal Project. This position is responsible for managing contact information (e.g. names, roles, mailing addresses, phone numbers, e-mail addresses, etc.) and associate communications. As part of the Client Communications Team, the incumbent will plan and coordinate written and verbal communication to ensure timely, effective and relevant communications. The incumbent will work collaboratively with the System Integrator (SI), Partner Agencies and Project staff to ensure appropriate communications materials are delivered to the specific category of clients based on their business needs and will ensure communications are available timely and updated, as necessary. The incumbent will function as a subject matter expert in planning, organizing, writing, and implementing clear, concise, timely, targeted, effective, and relevant communications to the vast and varied project stakeholders. These stakeholders include the public, FI\$Cal staff, Partner Agencies, oversight entities, and over 154 departments, and approximately 15,000 end-users throughout the state.

**WHO MAY APPLY:** Current State employees at the Associate Governmental Program Analyst 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 # F16-040 / Position # 333-500-5393-002” 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.

**ADDITIONAL REQUIREMENT:** Please submit a Statement of Qualification (SOQ) with your application addressing the questions listed below. The SOQ should be no more than 3 pages in length, 12 point Arial font. You may be disqualified if you fail to submit this Statement of Qualifications.

#### Statement of Qualifications Questions

1. Communication is a critical factor in FI\$Cal's effort to teach new waves of users how to operate within the FI\$Cal System. What do you see as attributes of good communication? When have you practiced such communication with an external audience? Give specific examples with dates and employers.
2. Client Communications staff communicate important information about one of the largest IT Projects in the State of California. Accuracy is critical. What systems have you established or what steps have you taken to ensure your work is accurate and timely? Give specific examples with dates and employers.
3. Change management is essential to the success of the FI\$Cal System, because the System is revolutionizing the State's financial management and related business processes. What is your experience with working in a team environment on change management projects? List specific project/employers. How have you taken initiative to ensure the projects' goals are met?
4. Effective writing skills and logical organization are integral for this position. What are the key factors to ensure written assignments are grammatically correct and organized logically? What is your experience with organizing written information in a logical and clear format? Give specific examples (e.g. description of assignment or project).

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	Telephone: (916) 576-5240
Human Resource Office	
2000 Evergreen Street, Ste. 120	TDD*: (916) 324-6547
Sacramento, CA 95815	

**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.
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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.