



EXAMINATION ANNOUNCEMENT

CALIFORNIA ENERGY COMMISSION

ASSOCIATE BUDGET ANALYST

PROMOTIONAL FOR SACRAMENTO ONLY

EXAMINATION PLAN

EDUCATION AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%. The examination will consist solely of an Education and Experience (E&E) Questionnaire. To obtain list eligibility, a minimum score of 70% must be obtained. **Once you have taken the E&E Questionnaire examination, you may not retake it for twelve (12) months.**

PERFORMANCE EXAMINATION

It is anticipated that this examination will be held during March/April 2016.

FILING INSTRUCTIONS

FILE BY MAIL OR IN PERSON WITH:

California Energy Commission
Selection & EEO Office (ABA)
1516 Ninth Street, MS-52
Sacramento, CA 95814

DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Applications may be obtained at the Employment Development Department, the California Energy Commission, The California Department of Human Resources Job Center located at: 1810 16th Street, Sacramento, CA 95814 Monday – Friday 8:00 AM to 5:00 PM or, on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf>

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" under question # 2 of the State Application (STD. 678). You will be contacted to make specific arrangements.

SALARY RANGE

\$4,600.00 - \$5,758.00

FINAL FILING DATE

February 26, 2016

All applicants must submit a State application (STD 678) no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason. Applications and/or resumes submitted via facsimile (FAX) machines or electronically mailed (e-mail) will not be accepted.

ASSOCIATE BUDGET ANALYST
LF30 - 5284

www.energy.ca.gov
(916) 653-6532

Final File Date: February 26, 2016

EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated below by the final filing date. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include: "to" and "from" dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Either I

One year of experience in the California state service performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service preparing, justifying and analyzing, or controlling and administering budgets or budgetary programs.)

Or II

Experience: Three years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility of a Staff Services Analyst, Range C.) (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

THE POSITION

Under general direction, in an operating agency or department, the Associate Budget Analyst performs the more responsible and complex technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of a department's budget; provides consultative budget service to department management; and does other related work.

SCOPE

Questions in the education and experience examination are designed to test broad knowledge of the topic under consideration and candidates should be prepared to respond to a wide variety of issues, both technical and procedural.

KNOWLEDGE OF

1. Principles and practices of governmental budgeting and accounting; financial structure; uniform accounting system, and financial procedures of the State of California
2. Purposes, functions, and fiscal organization of the various State agencies;
3. Laws relating to financial administration of the State Government;
4. Principles of public and personnel administration;
5. Principles of organization and management;
6. Principles and practices of public finance, research techniques and statistical principles and procedures.

ABILITY TO

1. Develop various types of budget documents;
 2. Analyze and solve difficult technical budget problems;
 3. Establish and maintain cooperative relationships with control agency staff and others contacted in the work;
 4. Speak and write effectively;
 5. Analyze situations accurately and develop an effective course of action.
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ELIGIBLE LIST INFORMATION

A departmental open list will be established for the California Energy Commission. The list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

VETERANS PREFERENCE POINTS

WILL BE GRANTED IN THIS EXAMINATION

CAREER CREDITS

DO NOT APPLY IN THIS EXAMINATION

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit at (916) 653-6532, three days prior to the evaluation and experience test date if he/she has not received his/her notice.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Energy Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veteran's Preference Points: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

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California Relay (Telephone) Service for the Deaf or Hearing Impaired
From TDD Phones: 1-800-735-2929 – From Voice Phones 1-800-735-2922
TDD is a Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.