



CALIFORNIA STATE CONTROLLER'S OFFICE
EXAMINATION FOR
CEA Level B, Deputy State Controller, Fiscal Advisor
MONTHLY SALARY RANGE
\$8,986.00 to \$10,704.00

Note: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

Bulletin Release Date

Final Filing Date **Until Filled**

General Description The Deputy State Controller is a high-level advisor to the State Controller/Chief of Staff responsible for policy consultation/development in areas of fiscal management, tax policy, education, and economic development. Individuals interested in applying for this examination and considered for the position must have an excellent understanding of the California legislative process and intricate knowledge of State fiscal policy issues.

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may be excluded from consideration.

The candidate considered for the position will be required to undergo a fingerprint clearance, which means any offer of employment will be contingent upon the results.

Filing Instructions

Submit a Standard 678 form, Statement of Qualifications, and Resume to:

State Controller's Office
Attn: Andrea Munoz
300 Capitol Mall, Suite 300
Sacramento, California 94250-5877

Note: Failure to submit either of the above-cited documents may disqualify the applicant from consideration.

Examination Information

The examination process will consist of an application, qualification, and resume screening process using predetermined evaluation criteria. Qualified applicants will receive a rating commensurate with their expressed experience and personal qualifications and the results of which will be mailed.

Candidates successfully competing in the examination may be scheduled for a hiring interview.

The list life for this examination will be twelve (12) months.

Scope of Position

With general direction provided by the State Controller/Chief of Staff, the Controller's Financial Policy and Fiscal Advisor will provide: consultative and research services and analysis related to tax policy, budgetary and economic forecasting, education, economic development and analysis to assist in rational fiscal decisions in maintaining the financial integrity of the State and to enhance financial awareness of all Californians. Specific duties include, but will not be limited to the following:

Duties and Responsibilities

(Candidates must perform the following functions with or without reasonable accommodations.)

- 1 Develop and analyze tax policy law recommendations in furtherance of the Council of Economic Advisors report on comprehensive tax reform;
- 1 Work with taxing authorities to gather and analyze data related to various tax reform proposals, including an assessment of the impact on state revenues and revenue "volatility" for each tax source;
- 1 Assist the Controller in providing policy makers with information and analysis to enhance their understanding and ability to address the problems and challenges of the current tax structure; including organizing conferences on Tax Reform as necessary;
- 1 Develop crucial statewide stakeholder communications on cash management, state and local taxation, and related and relevant current and emerging fiscal issues;
- 1 Formulate and develop research related to the Controller's constitutional responsibilities such as plans for public revenues, appropriations, accounting for expenditures, etc.;
- 1 Brief the Controller on policy development alternatives, and strategies for monitoring and improving the state's fiscal condition, including evaluation of cash risks associated with the adopted budget;
- 1 Research and provide technical advice and direction on State and local government financial and economic conditions and related issues such as pension and other post-employment benefits, debt management, tax structure, K-14 and higher education funding, etc.;
- 1 Develop strategies, program and policies to enhance the financial aptitude and day to day financial management skills of all Californians;
- 1 Propose and draft other educational type pieces that help the Controller explain this office's role in state government and how revenues are spent, including a monthly revenue report and a monthly or quarterly cash report with current

relevant financial information;

- 1 Provide policy briefings and or white papers for the Controller or her designee on all state related budget issues, including school financing, debt policy; tax revenue tracking, cash flow, relevant economic statistics and suggest reforms;

Key Duties include:

- 1 Assist with Tax Reform framework next steps by drafting tax reform proposals, assess revenue impacts and “volatility” for each tax source;
- 1 Draft legislative language and provide fiscal and policy analysis for proposals implementing comprehensive tax reform;
- 1 Develop and maintain relationships with key thought leaders on tax reform; provide data related to the various tax reform proposals including an assessment of the state’s tax structure and degree of revenue “volatility” for each tax source; organize a conference to vet the comprehensive reform proposals;
- 1 Organize and prepare an interested parties conference with tax expert panelists to evaluate proposals, develop agenda, schedule, solicit comment feedback and assemble for conference participants;
- 1 Research and provide technical advice and direction on State and local government financial and economic conditions and related issues impacting the tax structure;
- 1 Draft educational communication pieces to help the Controller explain these proposals as well as current and emerging fiscal and cash management issues.

Desirable Qualifications

Candidate must have detailed knowledge of the State Controller’s Constitutional and statutory responsibilities, California’s state budget processes, an extensive background in economic forecasting, financial advising or planning and a thorough background in high-level strategic planning. In addition, the candidate must have extensive knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem-solving; principles and practices of policy formulation and development; personnel management techniques.

Minimum Qualifications

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- 1 Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program Objectives; and a manager's role in the Equal Employment Opportunity Program.
- 1 Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

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From Voice Phones: 1-800-735-2922**

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

