



**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

Find Your Career at CDTFA!

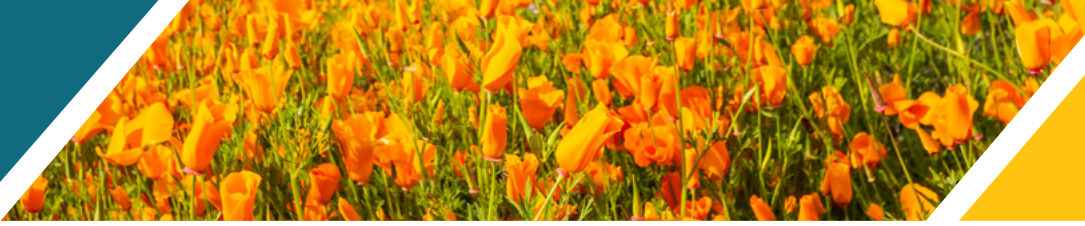
## **STAFF SERVICES ANALYST (GENERAL)**

**\$3,640 to \$5,916 Monthly Salary**

## **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**\$5,684 to \$7,114 Monthly Salary**

# QUALIFICATIONS



## STAFF SERVICES ANALYST

Equivalent to completion of the 12<sup>th</sup> grade; and

Four years of experience performing analytical, technical, clerical, and/or customer service duties. Academic education from an accredited college or university may be substituted for the required experience on a year-for-year basis.

## ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Associate Governmental Program Analyst state experience applied toward the “General Experience” pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns 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.

▶ **STAFF SERVICES ANALYST (GENERAL):**  
\$3,640 to \$5,916 Monthly Salary

▶ **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST:**  
\$5,684 to \$7,114 Monthly Salary

▶ **BENEFITS:** Health, Dental, Vision, Full Retirement Package, 401(k)/457 Plans, and On-the-Job Training

▶ **WORK LIFE BALANCE:** Flexible Work Schedules, Sick Leave, Paid Vacation, Convenient Work Locations, and Telework Opportunities

▶ **INVESTMENT IN TEAM MEMBERS:** Upward Mobility Program, Apprenticeship Program, Valued Mentoring Program, and Superior Accomplishment Award and Other Multi-level Recognition Program

**EDUCATION:** The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**AND**

### Either I

**EXPERIENCE:** One year of experience performing the duties of a Staff Services Analyst, Range C.

### Or II

**EXPERIENCE:** Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis. 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 eligible for appointment. (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.)

## Typical Responsibilities of an Analyst

At CDTFA we are dedicated to creating a culture of excellence by offering our team a variety of training classes and educational resources. Analysts at CDTFA perform a wide variety of duties depending on the program responsibilities. As a CDTFA analyst, you will be assigned the more complex and technical projects, often with competing priorities and managing multiple due dates. Succeeding as an analyst means you continuously learn new subjects and demonstrate your willingness to take on more complicated problems and propose effective solutions. This challenge is what makes the analyst position attractive. Analytical work, in addition to the performance of staff work, involves substantial responsibility for:

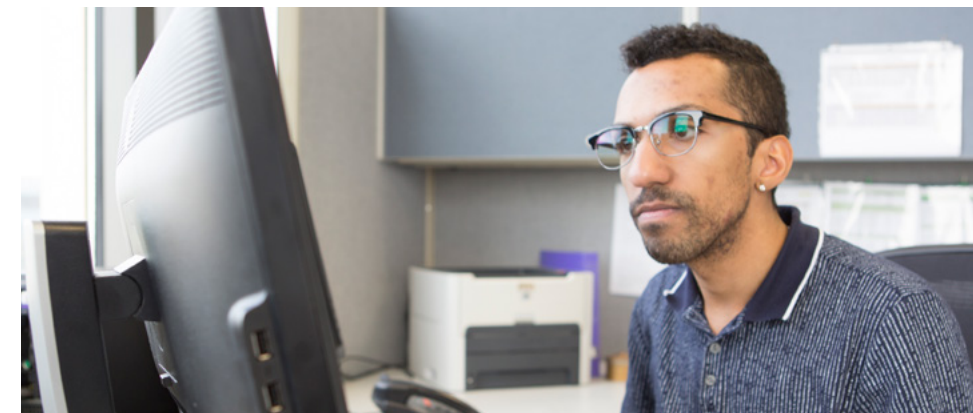
- Defining the request
- Developing a unique project plan
- Identifying alternative solutions
- Implementing the desired course of action
- Monitoring results

## STAFF SERVICES ANALYST (GENERAL)

As a beginning analyst, you may conduct research and identify every approach to address a particular request. As a Staff Services Analyst, you will perform analytical work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning, systems development, budgeting, planning, training, management, and personnel analysis; and do other related work. The incumbent studies the principles and techniques of the area of work to which assigned and, under supervision, applies them. A Staff Services Analyst also participates in studies of organization, procedures, budgetary requirements, personnel management; gathers, tabulates, and analyzes data; draws organization, workload, and other charts; interviews and consults with departmental officials, employees, and others to give and secure information.

## ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

As a more advanced analyst, you may propose new solutions, assess the costs, and impacts of implementing a proposal, prepare budget documents to support it, and identify staffing needs. As an Associate Governmental Program Analyst, you will perform the more responsible, varied, and complex technical analytical staff services assignments, such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and continually provides consultative services to management or others. This is the full journey-level analyst class. Incumbents are typically subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools, and the personal qualifications to succeed in a variety of general staff services settings.



# JOIN OUR TEAM TODAY

## HOW TO APPLY...

To get started, please visit [calcareers.ca.gov](http://calcareers.ca.gov) to search for CDTFA jobs that interest you. Once you find the position you want, you must complete a self-assessment for that classification.

### APPLY NOW IN THREE EASY STEPS!

1. **Search for a job:**
  - a. Select the “Advanced Job Search” option, then search by “Department” for CA Department of Tax and Fee Administration positions. Then select “Search Jobs.”
2. **Take the exam or self-assessment. This allows us to learn more about your education, experience, abilities, and knowledge.**
  - a. Click on the “Exam/Assessment Search” option, then search by “Department” for CA Department of Tax and Fee Administration’s exams/assessments. Then select “Search.”
  - b. If you are qualified, begin the assessment by selecting “View Exam Posting” for the classification that most interests you. Once you pass the exam, you can start applying!
3. **Apply!**
  - a. You only need to complete one job application within your CalCareers profile. You can use the same information to apply for multiple positions, or you can create two or three applications, tailoring them to different jobs. You can also upload and save other attachments, if needed, such as resumes and writing samples.
  - b. If you qualify, we will call you in for an interview.



Contact us today at [recruitment@cdtfa.ca.gov](mailto:recruitment@cdtfa.ca.gov) or visit our careers webpage at [www.cdtfa.ca.gov/jobs](http://www.cdtfa.ca.gov/jobs) for more information

