Under the general direction of the Research Manager III in the Local Debt Conditions Unit, of the CA Debt and Investment Advisory Commission (CDIAC), the Staff Services Analyst performs analytical duties on in-depth research on California's municipal market.

ESSENTIAL FUNCTIONS:

- Assists with the collection and input of municipal market events and trends data with local government and private-industry professionals; assists on researching complex, politically significant and often times controversial issues in the areas of public finance; develops the necessary data in response to developments in federal, state and local laws in the municipal market or from the policy direction of the Commission.

- Develops cooperative working relationships with representatives of local governments and private industry within the municipal bond community in assisting in the collection, input and manipulation of large amounts of data; provides administrative support for the Local Debt Conditions Unit.

- Under the general guidance of the RM III, assists with analyzing and researching California's municipal market; assists in collecting and analyzing data on the multi-billion dollar market, in the interest in developing a sophisticated understanding of industry trends, problems and opportunities. Other duties as required.

DESIRABLE QUALIFICATIONS:

- Computer skills, including PC word processing and spreadsheets.
- Ability to communicate effectively, as well as to establish and maintain cooperative working relationships with others contacted daily.
- Good work habits and dependability.
- Ability to gather and analyze data.
- Ability to work independently and accurately under very restrictive time frames, while adjusting to changing conditions.
CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Staff Services Analyst. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer’s Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

Please state the source of your eligibility (i.e., list eligibility and score, SROA, surplus employee, reinstatement, etc.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility required for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number “318-001-5157-003” next to the classification on your applications/resume, i.e., Staff Services Analyst (318-5157-003).

FINAL FILING DATE:

Applications will be accepted until March 27, 2015.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC      (916) 653-3100
CALNET      (916) 453-3100

An equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), excessing 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. The CA Debt and Investment Advisory Commission comply with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer’s Office at (916) 653-3100 or TDD (916) 654-9922.

CDIAC/Job-Op  3/13/15 kd