



WORK AT ADP AND YOU CAN MAKE A DIFFERENCE IN THE LIVES OF OTHERS.

The mission of the Department of Alcohol and Drug Programs (ADP) is to lead efforts to reduce alcoholism, drug addiction, and problem gambling in California by developing, administering, and supporting prevention, treatment and recovery programs.

Job Opportunity:

Associate Budget Analyst/Associate Governmental Program Analyst Administration Division - Budget Office

Full-time, Permanent, Salary Range: \$4,400-\$5,348

View full Duty Statement:
<http://www.adp.ca.gov/jobs>

Position Summary:

The Department of Alcohol and Drug Programs' Budget Office consists of a team of one supervisor and three analysts who develop and maintain an active \$661.0 million budget consisting of primarily federal funds, special funds, and reimbursements.

An opportunity exists for an Associate Budget Analyst (ABA) to participate in all technical aspects of the development of the Governor's Budget, including preparation of budget schedules and budget change proposal review. The incumbent will also provide budgetary oversight and technical assistance to program divisions, including approval of position transactions, review of expenditure data, and fiscal analysis on legislation and regulations. The incumbent will use the computer extensively to develop various budget documents.

Desirable Qualifications:

Applications may be prescreened. Only the most competitive applicants will be interviewed.

- Specific budgeting experience is desired. Candidates should be able to demonstrate knowledge of the budget process;
- Ability to work in a dynamic, fast paced environment;
- Good interpersonal skills necessary to exercise budgetary controls and provide technical assistance;
- Strong analytical and writing skills;
- Strong computer skills, including Microsoft Excel, Word, or similar spreadsheet and word processing software;
- Willingness to work overtime;
- Commitment to continuous quality improvement and customer service.

Final Filing Date: October 28, 2009 or Until Filled

If you would like to become a part of a team which supports diversity and is dedicated to reducing addiction in California, please submit your application to:

Contact:

Cindy Halverstadt
Department of Alcohol and Drug Programs
1700 K Street, 5th Floor
Sacramento, CA 95811
(916) 324-2744, TDD (916) 445-1942

RPA #

A09-057-437

Position #

798-437-5284-706

Who Should Apply:

State employees in the above classification, persons with list eligibility, interest in lateral transfer from an equivalent class such as Associate Government Program Analyst (AGPA) should apply. Individuals with budget experience who are eligible for appointment from an ABA or AGPA list should apply. **Interested applicants must submit a resume, and a standard State Application Form STD 678, with an original signature to the contact person identified above. Clearly indicate the basis of eligibility in line item number 12 of the STD 678. Preference will be given to employees on reemployment/SROA lists or to an employee who is declared as a surplus employee.**

The Department of Alcohol and Drug Programs is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.