What Kinds of Analyst Jobs Are Out There?

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WHAT KINDS OF ANALYST JOBS ARE OUT THERE

Very generally, analyst jobs fall into two categories: jobs that relate to the day-to-day operations and administration of state government and "program" jobs that are devoted to a particular specialized subject area, such as health care, the environment, and business and professional regulation.

Operations:
Each department conducts day-to-day operations overseen by Control agencies. These are State agencies charged with coordinating the administration of the state as a whole, by law, regulation, or policy. Control agencies include:

- Department of Finance (DOF) which oversees the annual state budget,
- Department of General Services (DGS),
- Department of Personnel Administration (DPA)
- State Personnel Board (SPB),
- State Controller's Office (SCO),
- California Technology Agency.

Every department to some extent has an operations group, often called an Administration Division. Analysts are needed to support a department's mission by ensuring Financial Management, Business Services, and Human Resource needs are met. Each of these occupational fields represents expertise provided by staff performing either a broad range of duties or more specialized duties depending on the organizational structure of the department.

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Financial Management The California Constitution requires that the Governor submit an annual budget to the Legislature on January10th. The DOF serves as the Governor's chief fiscal policy advisor and promotes responsible resource allocation through the state's annual financial plan. The DOF provides instructions and guidelines to state departments and agencies. State departments and agencies submit their budget proposals to DOF.

Analysts working in a budget office perform duties that include:

- Analysis, review, and reconciliation of budget data from the DOF
- position control (tracking)
- program analysis
- liaison with other organizations

Here are a few analyst classifications that are specific to Financial Management.

Note: Staff Services Analyst is often the entry-level position for an Associate Budget Analyst.

ASSOCIATE BUDGET ANALYST

ACCOUNTING ANALYST

ASSOCIATE ACCOUNTING ANALYST

Business Services

DGS serves as the business manager for the State of California providing services to state agencies and departments. Some of the services include:

- telecommunications,
- real estate,
- fleet management,
- procurement,
- public school construction,
- publishing,
- Business planning.

An analyst working in business services office might work in any of those subject areas, or all of them depending on the size of the department. Here are some analyst classifications that are specific to departments and certain programs.

BUSINESS SERVICE ASSISTANT

BUSINESS SERVICE OFFICER

ASSOCIATE BUSINESS MANAGEMENT ANALYST

Note: Some Business Services Offices may also use SSA and AGPA classifications to perform these duties.

Human Resources (HR)

Departmental HR offices work under delegated authority from both DPA and the SPB.

DPA represents the Governor as the "employer" in all matters pertaining to California State personnel employer-employee relations (non-merit issues). DPA is responsible for issues related to employee salaries and benefits, job classifications, and training.

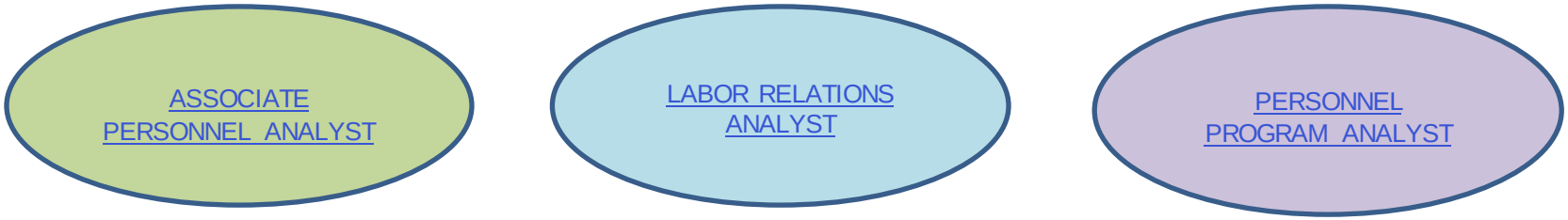
A five-member Board appointed by the Governor and established by the State Constitution leads the SPB . The SPB is responsible for administering the civil service system by establishing the standards for civil service examinations and for employee disciplinary matters, among other things (merit issues).

Analysts in a departmental HR office perform a variety of duties associated with:

- Classification and Pay,
- Recruitment and Selection,
- Labor Relations,
- Workforce Planning,
- Benefits Administration,
- Payroll and Personnel Transactions,
- Worker's Compensation,
- Training.

Here are a few analyst positions that are specific to HR programs.

Note: SSA is often the entry level for an Associate Personnel Analyst, Labor Relations Analyst, and a Personnel Program Analyst.



In addition to the Administration Division, most departments have a legislative office that is responsible for monitoring, reviewing, and making recommendations on proposed legislation that have direct impact on departments or the public. Typically, you will find SSA and AGPA classifications in these offices. Most departments also have an Information Technology division and may use analysts to identify needs for new products and applications, and to assess the costs and management of IT resources.

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Technical Jobs:

If you search under the term "analyst" in the DPA list of Class Specifications (Other Analyst Classifications), you will find that many analyst positions directly support specialized subject areas. The broad range of potential duties and exposure to many facets of government make analyst classes highly desirable. If you are not sure which analyst job you are interested in, you might find a department whose mission interests you (California State Agencies, Departments, Boards and Commissions.) You will find there are many opportunities to serve the public as an analyst working for the State of California.

The following steps will assist you if you would like to see job descriptions for a certain analyst classification:

1. type in the analyst position that you're interested in into the job title box,
2. Click on the "find positions" icon.

You can use the classification titles listed above (i.e. Labor Relations Analyst, Associate Budget Analyst) or department specific analyst job classifications (i.e. Assistant Risk Analyst, Energy Analyst) as examples to search. Search for Analyst Job Descriptions

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REFERENCES

California State Constitution contains the basic structure of our state government and includes particular provisions applicable to some state agencies, including the SPB.

California Government Code covers various subjects applicable to all state agencies, like the Tort Claims Act, the Open Meetings Act, the Public Records Act, and the Administrative Procedures Act along with the enabling authority for many state agencies including the Department of Finance, the Department of General Services, the State Personnel Board, and the Department of Personnel Administration.

California Code of Regulations (CCR) is the accumulation of published regulations. Every state agency has some authority to adopt its own laws and guidelines, which have the same force and effect as provisions of the California Codes so long as the departments follow the correct process in creating the regulations.

State Administrative Manual (SAM) is a reference source for statewide policies, procedures, regulations and information developed and issued by authoring agencies such as the Governor's Office, DGS, DOF, and DPA and relating to the internal operation of state government. In order to provide a uniform approach to statewide management policy, the contents have the approval of and are published by the authority of the DOF Director and the DGS Director.

California State Government Organizational Chart (Executive Branch)
Familiarize yourself with your department's organization chart and the Executive Branch's organization chart. Doing this will provide a better understanding of where each department and division fits within your department and within state government as a whole.

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RESOURCES

Links

State of California Website You can access all state Agencies on this website. We encourage you to look at Agencies that you are interested in working for. You can review their mission, organization, budget, and accomplishments before you look for a job or go for your interview.

Governor's California Budget

Resources available at the California State Library

- Government Resources
- Government and Public Policy
- Government Links

Citizen's Guide to the Legislative Process. Learn more about California's political process and how you can participate.

Videos

Check out the video from the California Channel and Legischool Project explaining

Link to access video How a Bill Becomes Law.

Training

Statewide Training Resources

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