



CDTFA
CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION

Find Your Career at CDTFA!

ANALYST I

\$3,861 to \$6,276 Monthly Salary

ANALYST II

\$6,031 to \$7,547 Monthly Salary

QUALIFICATIONS

ANALYST I

Four years of work experience performing analytical, technical, clerical, 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.

ANALYST II

Four years of work experience performing analytical, technical, clerical, 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.

AND

At least one additional year of professional, analytical, or technical experience, one year of which must be equivalent to an Analyst I, Range C.

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 technical projects, often with competing priorities and multiple due dates. Succeeding as an analyst means you continuously learn new subjects and demonstrate your willingness to take on more responsibilities 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

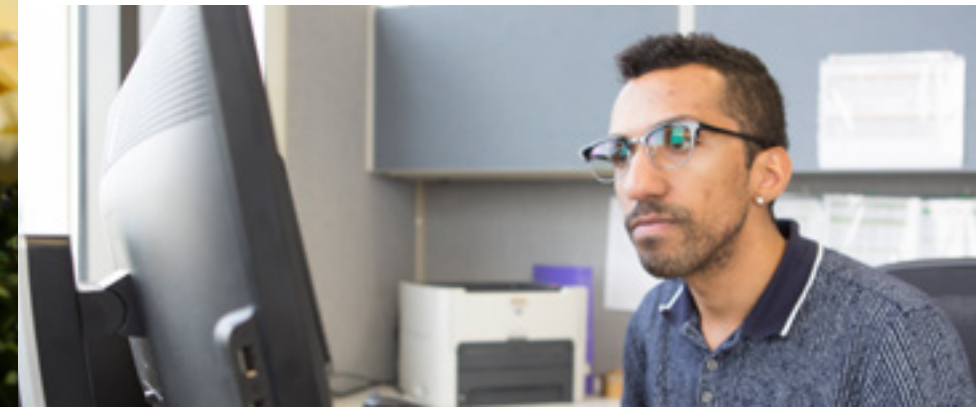
ANALYST I

As a beginning analyst, you may conduct research and identify every approach to address a particular request. As an Analyst I, you will perform analytical work of average difficulty in a wide variety of consultative and analytical assignments such as program evaluation and planning, systems development, budgeting, planning, training, management, and personnel analysis, in addition to other related work. The incumbent studies the principles and techniques of the area of work to which they are assigned and, under supervision, applies them. An Analyst I also participates in studies of organization, procedures, budgetary requirements, and personnel management. They also gather, tabulate, and analyze data and draw organization, workload, and other charts. Additionally, they interview and consult with departmental officials, employees, and others to give and secure information.

ANALYST II

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 Analyst II, 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. You will also continually provide 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.

- ▶ **ANALYST I:** \$3,861 to \$6,276 monthly salary
- ▶ **ANALYST II:** \$6,031 to \$7,547 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



JOIN OUR TEAM TODAY

HOW TO APPLY...

To get started, please visit 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 and 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 or
visit our careers webpage at
www.cdtfa.ca.gov/jobs for
more information

