

Job Posting: Business Intelligence Specialist

Department of Transportation

JC-395969 -

Business Intelligence Specialist
STAFF MANAGEMENT AUDITOR (SPECIALIST)
STATE CONTROLLER'S OFFICE

\$6,364.00 - \$8,366.00 per Month

Final Filing Date: 10/24/2023

Job Description and Duties

Under the general direction of the Business Intelligence (BI) Supervisor with the Independent Office of Audits and Investigations (IOAI), the incumbent will be responsible for researching, analyzing, and interpreting complex technical program data using statistical and data analytics methods to identify data trends, anomalies, and outliers. The incumbent will use data analytics software to create reports, dashboards, and visualizations to present IOAI audits and investigations results to internal and external stakeholders. Additionally, the incumbent will assist with IOAI risk assessment and audit planning, such as sample selection, data mining, analytics, and data cleansing as well as identifying leads for future audits and investigations.

Independent Office of Audits and Investigations: <https://ig.dot.ca.gov>

Exam Requirement:

You will need to pass the Staff Management Auditor (Specialist) examination to establish list eligibility prior to a job offer. For more information eligibility or the exam, visit the [Staff Management Auditor \(Specialist\) Exam Bulletin](#).

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

PARF# 97-4-009 / JC-395969

You will find additional information about the job in the Duty Statement.

Working Conditions

Position located in Sacramento, Sacramento County.

This position is remote centered but in-person attendance may be required based on operational needs. Overnight travel in a wide geographical area may be required.

New to State candidates will be hired into the minimum salary of the classification or minimum of alternate range when applicable.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- STAFF MANAGEMENT AUDITOR
(SPECIALIST) STATE
CONTROLLER'S OFFICE

Additional Documents

- Job Application Package Checklist
- Duty Statement

Position Details

Job Code #: JC-395969
Position #(s): 900-097-4155-XXX
Working Title:
Business Intelligence Specialist
Classification:
STAFF MANAGEMENT AUDITOR
(SPECIALIST) STATE CONTROLLER'S
OFFICE
\$6,364.00 - \$8,366.00

of Positions: Multiple
Work Location: Sacramento County
Job Type: Permanent, Full Time
Facility:
California Department of Transportation

Department Information

Caltrans Mission: Provide a safe and reliable transportation network that serves all people and respects the environment.

Caltrans Vision: A brighter future for all through a world-class transportation network.

The Caltrans workforce is made up of diverse and unique individuals who contribute to our organizational success. Caltrans is about celebrating diversity, valuing one another, and recognizing that Caltrans is strong not in spite of the diverse attributes of our workforce, but because of our diversity.

Department Website: www.dot.ca.gov

Frequently Asked Questions for an Applicant: <http://dot.ca.gov/jobs/docs/faq-ct-applicants-081617.pdf>

Director's EEO Policy:
<https://dot.ca.gov/programs/equal-employment-opportunity>

Director's EEO Policy Statement:
<https://dot.ca.gov/programs/equal-employment-opportunity>



Special Requirements

- Possession of a valid driver's license is required when operating a state owned or leased vehicle.

Eligibility - Clearly state how you qualify for the Staff Management Auditor (Specialist) classification, including whether you have list eligibility, are eligible for reinstatement, or are a lateral transfer from your current position in your application and/or Statement of Qualifications. If you have list eligibility, include a copy of your exam results with your application.

To obtain list eligibility, the Staff Management Auditor (Specialist) online exam can be found here: [Examination Bulletin](#)

A Statement of Qualifications (SOQ) must be submitted with your application. The SOQ is a narrative discussion of how your education, training, experience, and skills qualify you

for the position. Address the following statements in your SOQ and include specific examples of your background, experience, education, and/or training in these areas. It should be typed in 12-point Arial font and no more than two pages in length. Resumes and cover letters DO NOT take the place of the SOQ. The SOQ must address the following:

1. Describe your experience using various sources of data to identify problems, expose anomalies, or understand trends. Provide examples.
2. Describe the specific data analytics tools (software) you have used to work with data, such as Tableau, Power BI, Excel, Python, ArcGIS, R, or Java.
3. Describe your experience in delivering complex information verbally and in written format. What was the outcome?

Possession of Minimum Qualifications will be verified prior to interview and/or appointment. If you are meeting Minimum Qualifications with education, you must include your unofficial transcript(s)/diploma for verification. Unofficial, original or official sealed transcripts will be accepted and may be required upon appointment. Applicants with foreign transcripts/degrees must provide a transcript/degree U.S. equivalency report evaluation that indicates the number of units and degree to which the foreign coursework is equivalent. Here is a list of evaluation agencies: <https://www.naces.org/members>.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10/24/2023

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply. Individuals who are eligible for a Training and Development assignment may also be considered for this position(s).

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Department of Transportation
Attn: Caltrans DHR Contact
Certification Services MS-90
P O Box 168036
Sacramento, CA 95816-8036

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Department of Transportation
Caltrans DHR Contact
Classification and Hiring Unit - ECOS
1727 30th Street, MS 90
Sacramento, CA 95816
Closed on weekends and State holidays.
08:00 AM - 05:00 PM

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.
- Statement of Qualifications -
 - **Statement of Qualifications (SOQ) is required. Please see the Special Requirements section for SOQ instructions.**
- Other -

If you are basing your eligibility on education, provide your transcripts. Applicants with foreign transcripts must provide a transcript evaluation that indicates the number of units to which the foreign course work is equivalent. Transcripts and evaluations may be unofficial; official transcripts will be required upon appointment. Please redact birthdates and social security numbers. If you are not basing your eligibility on an educational requirement, you may instead use the bypass option (when applying, select Choose/Upload for the required document and then select Bypass File).

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Benefits

[Click HERE](#) to view the Benefits Summary for Civil Service Employees in the State of California.

Contact Information

The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

Human Resources Contact:

Thomas Ketchingman
(916) 227-7464
Thomas.Ketchingman@dot.ca.gov

Hiring Unit Contact:

Vandana Kapoor
(916) 704-5994
Vandana.Kapoor@dot.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Caltrans EEO Office
(844) 368-3367
Ask.eeo@dot.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Important Application Instructions:

The State application (STD. 678) is required and each section must be filled out completely and thoroughly. For mailed or hand delivered applications to be considered for this position, the Job Control number (JC-395969), PARF# 97-4-009 and title of the position (Staff Management Auditor (Specialist)) must be included on the STD. 678 form.

Electronic applications through your CalCareers account are highly recommended and encouraged.

Candidates that meet the minimum qualifications based on possession of EDUCATION, LICENSE, OR CERTIFICATE must include a copy of your DEGREE/TRANSCRIPTS, LICENSE, or CERTIFICATE, along with your State application (STD. 678), to be considered for this position.

NOTE: Do not submit the "Equal Employment Opportunity" questionnaire (page 5) with your completed State application (STD. 678). This page is for examination use only. Do not include any confidential information on any documents you submit for this job vacancy, such as your state application, resume, or educational transcripts.

Confidential information that should be excluded or removed from these documents includes, but is not limited to, your Social Security Number, birth date, driver's license number, examination results, LEAP status, marital status, and age. The job application packet checklist is not required to apply for this position. Failure to follow these instructions may result in your application not being considered for this position.

Survey:

Please take this 1-minute Caltrans Recruitment survey to tell us how you found out about this job.

<https://forms.office.com/g/RyK102ty4G>

<https://youtu.be/oC9wlp8Qall>

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising 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.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.