EMPLOYMENT OPPORTUNITY

1. RPA #
9869 – OHR
ANALYST'S INITIALS
der
DATE
4/6/15

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE	POSITION NUMBERS	TENURE	TIME BASE	CBID
Personnel Specialist	306-280-1303-002	Permanent	Full Time	R01

OFFICE OF	LOCATION OF POSITION *(CITY or COUNTY)*	MONTHLY SALARY
Human Resources (OHR)	West Sacramento, Yolo County	A $2,654 - $3,322 B $3,053 - $3,824 C $3,160 - $3,957 D $3,413 - $4,273
SEND APPLICATION TO: Office of Human Resources 707 3rd Street, Suite 7-130 West Sacramento, CA 95605 Attn: Eagen Patterson	REPORTING LOCATION OF POSITION 707 Third Street, 7th Floor, West Sacramento 95605	
	SHIFT AND WORKING HOURS Days – 8:00 am to 5:00 pm	
	WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: Sat/Sun	
	PUBLIC PHONE NUMBER (916) 371-2453 / PUBLIC PHONE NUMBER	
	SUPERVISED BY AND CLASS TITLE Personnel Supervisor I	FILE BY 05/12/2015

Multiple Positions Available

This is a re-advertisement, if you have already applied for this position, you do not need to reapply

The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

ESSENTIAL FUNCTIONS OVERVIEW

Under the supervision of a Personnel Supervisor I, the incumbent is responsible for the total maintenance of personnel documents for assigned offices. The average assignment is comprised of approximately 250 full-time, part-time, and intermittent employees who are located throughout the state. The incumbent will promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

Click here for the complete Duty Statement.

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.

CLASS TITLE	POSITION NUMBER	RPA NUMBER	FILE BY
Personnel Specialist	**306-280-1303-002**	**9869-OHR**	***05/12/2015***

DESIRABLE QUALIFICATIONS

- Demonstrates an interest in assuming increasing responsibility, sound judgment, loyalty; and discretion.
- Actively participates on personnel-related team projects.
- Provides the highest level of customer service in all situations.
- Possesses a positive attitude.
- Can work in a fast paced environment.
- The ability to be flexible and motivated.
- History of excellent attendance
- The ability to work under pressure and perform multiple tasks with accuracy, precision and neatness.
- Detail-oriented.
- Strong organizational skills.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Requires ability to effectively handle stress and deadlines.
- Appropriate dress for the office environment.
- Read various documents and resources.
- Effective communication with various clients.

SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply and will be considered prior to other recruitment methods.
- Transfers, reinstatements, or recruitment from the employment list may be considered.

NOTE: All applicants must meet the minimum qualifications for the classification in order to be eligible for appointment or transfer to the position. Your application must clearly demonstrate how your experience meets those qualifications. Click here to view the minimum qualifications listed in the Class Specification, click below:

Personnel Specialist Series Minimum Qualifications

- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

HOW TO APPLY

If interested, please submit a completed standard State application (Std. 678)
and any other relevant documents to the address and contact listed on this bulletin.

Please include RPA #9869 and indicate your eligibility on your application.

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