



EMPLOYMENT OPPORTUNITY

1. RPA #	10560-OHR
ANALYST'S INITIALS	DR
DATE	10-12-15

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 Staff Services Manager I	POSITION NUMBER 306-271-4800-015	TENURE PERMANENT	TIME BASE Full Time	CBID S01
OFFICE OF Human Resources	LOCATION OF POSITION (CITY or COUNTY) West Sacramento		MONTHLY SALARY	
SEND APPLICATION TO: Office of Human Resources 707 3rd Street, Suite 7-130 West Sacramento, CA 95605 Attn: Chue Yang	REPORTING LOCATION OF POSITION 707 Third Street 7th Floor, West Sacramento 95605		\$5,311.00 to \$6,598.00	
	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) 376-5495	PUBLIC PHONE NUMBER		
	SUPERVISED BY AND CLASS TITLE Staff Services Manager II		FILE BY 10/26/15	

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

ESSENTIAL FUNCTIONS OVERVIEW

Under the general direction of the Staff Services Manager II, the incumbent manages the Constructive Intervention Unit which includes the adverse action process providing training and consultative services to the managers and supervisors within DGS. The incumbent advises department managers, supervisors and subject matter experts on the most complex technical issues.

This position directly supervises five professional staff.

For a complete Duty Statement, please click below:

[SSM I Duty Statement](#)

SPECIAL PERSONAL CHARACTERISTICS:

Ability to act independently, be open-minded and flexible to other ideas and solutions, and be tactful.

INTERPERSONAL SKILLS:

Ability to motivate; work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others.

DESIRABLE QUALIFICATIONS:

Extensive knowledge of current Constructive Intervention policies, practices, trends, and strategic plans, including corrective actions.

Experience in developing and conducting presentations in various formats to audiences of executive and program management.

Experience developing and implementing HR policies and practices statewide.

Experience working with both departmental and office teams resolving various personnel-related issues.

Experience handling multiple courses of action simultaneous.

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.



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DESIRABLE QUALIFICATIONS (Cont'd):

Experience working with control agencies to resolve sensitive issues.
Experience directing and motivating teams.

Ability to express ideas and information in written form clearly, accurately, and in an organized manner.
Ability to express ideas and facts orally in a clear and understandable manner.
Ability to travel to all DGS locations.
Flexibility in understanding and addressing the concerns of Executive and program management.

ADDITIONAL QUALIFICATIONS:

Ability to make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.
Ability to anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using innovative and creative approaches.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

Business dress in accordance to office environment.
Select, access, and use necessary information, data, and communications-related technologies, such as personal computer applications, telecommunications equipment, Internet, voice mail, email, etc.
Handle stress well.
Meet critical deadlines.
Multi-task with changing priorities.
Solve problems by selecting and applying appropriate methods such as quantitative reasoning.

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. To view the minimum qualifications listed in the Class Specification, click below:

[Staff Services Manager I 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 (cover letter, resume, copy of diploma etc.) to the address listed.

Please include RPA # 10560 and indicate your eligibility on your application.

Emailed applications will not be accepted. Do not include page 5 of the application.

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