



EMPLOYMENT OPPORTUNITY

1. RPA #	9697-OHR
ANALYST'S INITIALS	der
DATE	4/23/15

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 Personnel Supervisor	POSITION NUMBER 306-271-1304-933	TENURE Permanent	TIME BASE Full Time	CBID S01
OFFICE OF Human Resources	LOCATION OF POSITION (CITY or COUNTY) West Sacramento, Yolo		MONTHLY SALARY \$3,731 to \$4,671	
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 Staff Services Manager I			FILE BY Until Filled	

This is a re-advertisement - Candidates who already applied do not need to re-apply

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.

All work is to be accomplished in accordance with civil service laws and rules utilizing the California Code of Regulations, Personnel Management Policy and Procedures Manual (PMPPM), Classification and Pay Guide, Personnel Management Liaison Memos (PMLs), California Human Resources (CalHR) Pay Letters and State Personnel Board (SPB) Pinkies, Guide to Employee Conduct & Discipline, Memorandums of Understanding, Adverse Action Manual, Precedential Decisions, Employee Assistance Program, Mediation Program, the Selection Manual and Federal Uniform Guidelines on Employee Selection, or issued Human Resources Memorandum.

ESSENTIAL FUNCTIONS OVERVIEW

Under the general supervision of the Staff Services Manager I, the Personnel Supervisor serves as a leader, coach and mentor to staff. This position plans, organizes, and coaches the work of the Personnel Specialists performing personnel and payroll duties engaged in maintaining an active roster of full-time, part-time, and intermittent positions. The incumbent will monitor all transactions processed in the unit and rate performance reports. The incumbent is responsible for complex transactions, escalated situations and actively serves as a member of the Personnel Transactions Unit (PTU) management.

[View the complete Duty Statement](#)

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DESIRABLE QUALIFICATIONS:

- Experience in human resources related work
- Experience analyzing situations and adopting effective course of action
- Experience in analyzing and interpreting laws, rules, and regulations
- Demonstrated ability to maintain confidentiality of sensitive personnel related work
- Experience in providing quality customer service
- Experience working with the automated Activity Based Management System (ABMS)
- Experience working with control agencies: SPB, CalHR, SCO, CalPERS
- Excellent organizational skills
- Ability to focus attention to detail and follow through

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Business dress in accordance to office environment.
- Requires ability to effectively handle stress and deadlines.
- Read various documents and resources.
- Effective communication with internal and external customers

SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, out-of-class assignments, or recruitment from the employment list may be considered.
- Applications will be evaluated based on eligibility and desirable qualifications.
- Only the most qualified will be interviewed.

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:

[Personnel Specialist Series Minimum Qualifications](#)

HOW TO APPLY

If interested, please submit a completed standard State application (Std. 678) and other relevant documents to the address listed above. Please do not include pages 5 or 6 of the application in your submission.

In the “Examination or Job Title” section of the Std 678 include “RPA 9697” and indicate the basis of your eligibility (transfer, list eligible, etc).