



EMPLOYMENT OPPORTUNITY

1. RPA #	10463- OHR
ANALYST'S INITIALS	DR
DATE	09/17/15

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 II (Supv)	POSITION NUMBER 306-280-4801-001	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: Linda Flanagan	REPORTING LOCATION OF POSITION 707 Third Street 7th Floor, West Sacramento 95605		\$5,830.00 to \$7,245.00	
	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) 376-5404	PUBLIC PHONE NUMBER		
	SUPERVISED BY AND CLASS TITLE Staff Services Manager III		FILE BY 09/30/15	

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 Personnel Officer (Staff Services Manager III), the incumbent manages the Office of Human Resources Examination, Constructive Intervention and Return-to-Work Units that provide personnel services to the Department of General Services and approximately 18 Boards and Commissions.

This position directly supervises four Staff Services Manager I's and indirectly 23 professional, technical and clerical staff.

For a complete Duty Statement, please click below:

[SSM II \(Supv\) Duty Statement](#)

DESIRABLE QUALIFICATIONS

- Extensive knowledge of current personnel policies, practices, trends, and strategic plans.
- Experience developing and implementing HR policies and practices statewide.
- Experience supervising or managing the full range of human resources functions, especially Examinations, Constructive Intervention and Return-to-Work.
- Experience working with both departmental and office teams resolving various personnel-related 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.

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)

- Ability to motivate; work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others.
- 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 II 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 # 10463 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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