



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>10571- HR</b>
ANALYST'S INITIALS	<b>DR</b>
DATE	<b>10/14/15</b>

**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 <b>Personnel Supervisor II</b>	POSITION NUMBER <b>306-271-1314-933</b>	TENURE <b>PERMANENT</b>	TIME BASE <b>Full Time</b>	CBID <b>S01</b>
OFFICE OF <b>Human Resources</b>	LOCATION OF POSITION (CITY or COUNTY) <b>West Sacramento</b>			MONTHLY SALARY  <b>\$4,209.00</b> to <b>\$5,269.00</b>
SEND APPLICATION TO: <b>Office of Human Resources</b> <b>707 3<sup>rd</sup> Street, Suite 7-130</b> <b>West Sacramento, CA 95605</b> <b>Attn: Eagen Patterson</b>	REPORTING LOCATION OF POSITION <b>707 Third Street 7<sup>th</sup> Floor, West Sacramento 95605</b>			
	SHIFT AND WORKING HOURS <b>Days – 8:00 am to 5:00 pm</b>			
	WORKING DAYS, SCHEDULED DAYS OFF <b>Monday through Friday, DAYS OFF: Sat/Sun</b>			
	PUBLIC PHONE NUMBER <b>(916) 371-2453</b>	PUBLIC PHONE NUMBER		
SUPERVISED BY AND CLASS TITLE <b>Staff Services Manager I</b>			FILE BY <b>11/16/2015</b>	

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

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 I, the incumbent plans, directs and organizes the work of the Disability Transaction Unit (DTU). The incumbent provides supervisory oversight of three Senior Personnel Specialists who perform transaction support for the Disability program within DGS.

**For a complete Duty Statement, please click below:**

[Personnel Supervisor II Duty Statement](#)

### DESIRABLE QUALIFICATIONS

- Knowledge of current Personnel policies, practices, trends, and strategic plans, to include disability policies, practices, trends and strategic planning.
- Experience interpreting and implementing HR policies and practices.
- Experience with disability personnel transactions to include pay, leave and benefits.
- Expert level knowledge working with personnel transactions associated with disability documentation.
- Experience working in a personnel transactions office.
- Experience working with both departmental and office teams to resolve various personnel-related, disability related issues.
- Experience handling multiple courses of action simultaneously.
- Experience working with control agencies to resolve sensitive issues.

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.



<b>CLASS TITLE</b> <b>Personnel Supervisor</b>	<b>POSITION NUMBER</b> <b>306-271-1314-933</b>	<b>RPA NUMBER</b> <b>10571-OHR</b>	<b>FILE BY</b> <b>11/16/2015</b>
---	---	---------------------------------------	-------------------------------------

### **DESIRABLE QUALIFICATIONS (CONT'D)**

- 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.

### **INTERPERSONAL SKILLS:**

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

### **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:

[Personnel Supervisor 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 # 10571 and indicate your eligibility on your application.**

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