



EMPLOYMENT OPPORTUNITY

1. RPA #	010857-OHR
ANALYST'S INITIALS	DR
DATE	12/31/15

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 III	POSITION NUMBER 306-271-4802-001	TENURE Permanent	TIME BASE Full Time	CBID M01
OFFICE OF Human Resources	LOCATION OF POSITION (<i>CITY or COUNTY</i>) West Sacramento, Yolo County		MONTHLY SALARY \$7,088 TO \$8,048	
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			
	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 Estela Gonzales, Career Executive Assignment			FILE BY 01/15/16	

ESSENTIAL FUNCTIONS OVERVIEW

Under the general direction of the Chief, Office of Human Resources, the incumbent manages the Personnel Operations Section's Classification and Pay, Personnel Transactions, Selection and Customer Resources Units personnel services to the Department of General Services and 18 boards and commissions. 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. This position is responsible for the oversight of the department's (and 18 boards and commissions) personnel operations activities and policy development/implementation. The incumbent advises department managers and supervisors on technical, complex personnel-related issues and provides leadership and direction to the Personnel Operations staff of approximately 76 positions comprised of managers, supervisors, technical and support staff.

[Click here for the complete 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 classification and pay, personnel transactions, and selection (examinations).
- Experience working with both departmental and office teams resolving various personnel-related issues.
- Experience handling multiple courses of action simultaneous.
- 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.

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.

[Department of General Services Current Vacancies](#)

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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. View the minimum qualifications listed in the Class Specification below:

[Staff Services Manager Series Minimum Qualifications](#)

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.

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

On your application, please include RPA # 010857 and indicate your eligibility (list, transfer, etc).