



# EMPLOYMENT OPPORTUNITY

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|-------------------------------|
| 1. RPA #<br><b>9698 – OHR</b> |
| ANALYST'S INITIALS            |
| DATE                          |

**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<br><b>Personnel Specialist</b>  | POSITION NUMBERS<br><b>306-271-1303-025</b>   | TENURE<br><b>Permanent</b> | TIME BASE<br><b>Full Time</b> | CBID<br><b>R01</b>   |
| OFFICE OF<br><b>Human Resources (OHR)</b>   | LOCATION OF POSITION ( <i>CITY or COUNTY</i> )<br><b>West Sacramento, Yolo County</b>       |                            |                               | MONTHLY SALARY<br><br><b>A \$2,654 - \$3,322</b><br><b>B \$3,053 - \$3,824</b><br><b>C \$3,160 - \$3,957</b> |
| SEND APPLICATION TO:<br><b>Office of Human Resources</b><br><b>707 3<sup>rd</sup> Street, Suite 7-130</b><br><b>West Sacramento, CA 95605</b><br><b>Attn: Eagen Patterson</b> | REPORTING LOCATION OF POSITION<br><b>707 Third Street, 7th Floor, West Sacramento 95605</b> |                            |                               |  |
|   | SHIFT AND WORKING HOURS<br><b>Days – 8:00 am to 5:00 pm</b>                                 |                            |                               |  |
|   | WORKING DAYS, SCHEDULED DAYS OFF<br><b>Monday through Friday, DAYS OFF: Sat/Sun</b>         |                            |                               |  |
|   | PUBLIC PHONE NUMBER<br><b>(916) 371-2453</b>  | PUBLIC PHONE NUMBER        |                               |  |
| SUPERVISED BY AND CLASS TITLE<br><b>Personnel Supervisor I</b>  |   |                            | FILE BY<br><b>06-24-2015</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 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.

### ESSENTIAL FUNCTIONS OVERVIEW

Under the supervision of a Personnel Supervisor I, the incumbent is responsible for the total maintenance of personnel documents for assigned offices. The average assignment is comprised of approximately 250 full-time, part-time, and intermittent employees who are located throughout the state. 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.

[Click here to view the Duty Statement.](#)



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| <b>CLASS TITLE</b><br>Personnel Specialist | <b>POSITION NUMBER</b><br>306-271-1303-025 | <b>RPA NUMBER</b><br>9698-OHR | <b>FILE BY</b><br>06-24-2015 |
|--|--|-------------------------------|------------------------------|

### DESIRABLE QUALIFICATIONS

- Demonstrates an interest in assuming increasing responsibility, sound judgment, loyalty; and discretion.
- Actively participates on personnel-related team projects.
- Provides the highest level of customer service in all situations.
- Possesses a positive attitude.
- Can work in a fast paced environment.
- The ability to be flexible and motivated.
- History of excellent attendance
- The ability to work under pressure and perform multiple tasks with accuracy, precision and neatness.
- Detail-oriented.
- Strong organizational skills.

### WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Requires ability to effectively handle stress and deadlines.
- Appropriate dress for the office environment.
- Read various documents and resources.
- Effective communication with various clients.

### 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 Specialist Series](#)

- 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 to the address and contact listed on this bulletin.

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

**Please include RPA #9698 and indicate your eligibility (list, transfer, etc) on your application.**

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.