



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Staff Services Manager I (Supervisory)
TENURE: Permanent
TIME BASE: Full Time
SALARY: \$5,689 - \$7,068
LOCATION: Human Resources and Support Services Branch
 Administrative & Financial Management Services Division

FINAL FILING DATE: February 20, 2018

DUTIES/RESPONSIBILITIES: Under general direction of the Staff Services Manager III, Human Resources and Support Services Branch, the Staff Services Manager I serves as the Payroll and Benefits manager. This position provides program management and technical direction over the Payroll and Benefits and Position Control programs within the Energy Commission. The incumbent plans, organizes and directs the activities of the office to ensure departmental management needs are met and ensures exceptional customer service is provided. Responsibilities include: providing guidance and assistance to all levels of management and Commission staff on personnel-related issues and acting as lead on personnel projects having a major impact on the Commission's operations and programs.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Experience managing Personnel and Payroll Transactions, State benefit programs administration and position control functions, demonstrating knowledge of human resources laws, rules and policies
- Excellent verbal and written communication skills
- Excellent leadership qualities and project management skills
- Ability to recruit, supervise, coach, develop, and provide technical assistance to staff
- Experience in negotiating with control agencies on sensitive issues; and the ability to maintain credibility and cooperation with management and all levels of employees
- Excellent customer service and interpersonal skills; including the ability to effectively manage conflict
- Demonstrated ability to use good judgement, act independently, utilize effective problem solving skills and multi-task

STATEMENT OF QUALIFICATIONS:

Please answer/address the questions/statements below. Your responses must be numbered to coincide with the numbered questions/statements below and be no more than a total of two pages. Applications received without a SOQ will not be considered.

1. Describe your Human Resources management experience and your approach to managing, leading, and delivering human resources services.
2. Describe your experience solving complicated human resources problems for a client. Give examples of your contribution to innovation in your current and prior job and the specific role you played.

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3. Describe your ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, control agencies, and other external partners. Provide examples.

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #208-338 and Position #535-208-4800-xxx in the "Explanation Section" of the STD 678.** A separate application is required for each position. Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. Electronic applications will be accepted. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #208-338
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

**California Relay (Telephone) Service for
the Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922