



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Staff Services Manager III  
**TENURE:** Limited Term (up to 24-Months) - May become permanent  
**TIME BASE:** Full Time  
**SALARY:** \$7,593 - \$8,621  
**LOCATION:** Human Resources and Support Services Branch  
 Administrative & Financial Management Services Division

**FINAL FILING DATE:** Until Filled

**DUTIES/RESPONSIBILITIES:** Under general direction of the Deputy Director, Administrative & Financial Management Services Division, the Chief of Human Resources and Support Services Branch develops, directs, and empowers branch staff to ensure they are customer-focused innovators and problem solvers providing a high level of customer service and technical expertise in the delivery of Human Resources and Support Services Branch services. The incumbent provides program management and technical direction over payroll/benefits administration, classification and pay, examinations, recruitment and selection, discipline, health and safety, labor relations, Equal Employment Opportunity, Worker's Compensation, position control, reasonable accommodation, employee assistance, return-to-work, Family Medical Leave Act, disability benefits, student employment, wellness, work and family programs, business services, building security, and library programs within the Energy Commission. The SSM III plans, coordinates, directs and evaluates, through subordinate supervisory staff, the Human Resources and Support Services Branch needs of the Commission and ensures the branch is strategically aligned with the mission of the Commission and executive management.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Experience managing State civil service Classification and Pay, Examinations and Payroll Transactions functions demonstrating knowledge of human resources laws, rules and policies
- Experience managing Labor Relations and EEO programs
- Experience managing Workers' Compensation and Return to Work programs
- Excellent verbal and written communication skills and the ability to develop and conduct presentations
- Excellent leadership qualities; including the ability to supervise, coach, develop, motivate, recognize and discipline 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
- Knowledge of the collective bargaining process
- 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
- Experience with and knowledge of workforce/succession planning

**STATEMENT OF QUALIFICATIONS (REQUIRED)**

SSM III, Human Resources and Support Services Chief, Limited Term

Statement of Qualifications (SOQ) Instructions:

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.
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, along with the Statement of Qualifications to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #208-055 and Position #535-208-4802-001 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. **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 #208-055  
1516 9<sup>th</sup> 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

