



JOB OPPORTUNITY

If it's a challenging position you're looking for,
we have the ideal job for you.

CLASSIFICATION: *STAFF SERVICES MANAGER II (SUPERVISORY)*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

BUREAU/SECTION: *ADMINISTRATIVE SERVICES BUREAU*

SALARY: *\$5576 - \$6727*

SUMMARY: Under the general direction of the Administrative Services Bureau Chief, the Staff Services Manager II serves as the California State Library (CSL) Personnel Officer and is responsible for overseeing and managing the Human Resources Services Office (HRSO) and the Business Services Office (BSO) functions and activities. The incumbent is responsible for ensuring CSL's ongoing compliance with HR and BSO related laws, regulations and directives.

DUTIES:

HRSO Operations:

Oversees all aspects of CSL human resources functional and support activities including, but not limited to: classification and pay; labor relations; recruitment and exams; transactions and payroll; employee benefits; health and safety; and staff development. Ensures that CSL complies with all laws, rules and regulations governing personnel administration, and fulfills reporting requirements accurately and in a timely manner. Adheres to, and ensures compliance with, state and departmental programs and policies, such as those regarding Equal Employment Opportunity, Violence in the Workplace, Sexual Harassment, Workers Compensation/Return to Work and professional conduct. Is responsible for overseeing and/or personally handling sensitive, confidential and complex employee matters. Reviews documents going to and received from HR control agencies to ensure accuracy and compliance. Supervises and directs the work of HRSO staff; distributes workloads and develops staff skill levels via training opportunities and developmental assignments.

Business Services Operations:

Oversees all business services functions, including the operation and maintenance of CSL facilities. Directs and oversees mail and messenger services, contracting, procurement, property management, and records management functions. Ensures that CSL complies with all state rules and regulations (such as competitive bid, small business preference, and Disabled Veterans Business Enterprises' participation procurement requirements; recycling goals; and others) and that CSL fulfills reporting requirements accurately and in a timely manner. Supervises and directs the work of the BSO staff; distributes workload and develops staff skill levels via training opportunities and developmental assignments.

Advisory & Representation:

Oversees and/or personally fulfills the HR advisory and representation requirements of CSL managers and supervisors. Provides advice for short- and long-range planning, staff development, position utilization, succession planning, space utilization and operational improvements. Provides guidance on recruitment options, adverse actions, leave of absence requests, medical cases, layoff process, and other issues. Advises CSL executive management and other key staff on options for aligning staffing with CSL priorities. Develops and produces a variety of one-time and recurring reports as needed by the Executive Team. Ensures that CSL management is well prepared and represented in bargaining, adverse actions, formal and informal investigations, and other personnel-related proceedings.

Liaison & Collaboration:

Fosters relationships and establishes liaisons with a variety of entities to promote effective communications and operations. These include the California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO) Personnel & Payroll Services, Employment Development Department (EDD), CalPERS, Union Representatives, DGS Procurement, DGS Buildings & Grounds, and others. Promotes collaborative and cooperative teamwork between HRSO/BSO units, other Administrative Services Bureau units, and with other CSL bureaus, to promote organization-wide efficiency and accuracy.

KNOWLEDGE AND ABILITIES:

- Knowledge of and experience with state laws, rules and procedures relating to human resource management, including those of CalHR, SPB, and SCO.
- Knowledge and experience with State of California classification and pay.
- Knowledge and experience with State of California progressive disciplinary procedures.
- Experience in analyzing and solving difficult personnel problems.
- Familiarity with State of California contract and procurement processes.
- Excellent writing skills, with the ability to write clearly and concisely.
- Ability to reason logically and exercise sound judgment.
- Ability to maintain confidentiality.
- Ability to organize and establish workload priorities and to work well under pressure.
- Ability to multitask, meet deadlines, and adjust to changing priorities.
- Ability to exercise initiative and flexibility.
- Possess a working proficiency in Microsoft Word, Outlook and Excel.

INTERPERSONAL SKILLS:

- Excellent interpersonal skills, with the ability to communicate clearly, respectfully and tactfully in a variety of circumstances and with all levels of individuals, both inside and outside the organization.
- Ability to manage others effectively.
- Ability to coach others to develop their full potentials.
- Ability to lead by example, emphasizing good customer service behaviors.
- Ability to act independently as well as to work well as a team member.
- Ability to receive and follow direction from supervisor.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:**WORK ENVIRONMENT:**

- Ability to work in a climate-controlled office environment.
- Ability and willingness to work extended hours when circumstances require.
- Ability to maintain a professional appearance and adhere to a dress requirement of appropriate business attire.

PHYSICAL ABILITIES:

- Ability to stand and/or sit for extended periods of time.
- Ability to use fine motor skills for computer or office machine use.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the Library & Courts Building II, 900 N Street. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” and the position number or Position Control (PC) number on the standard application form (STD 678). Applications will be accepted until 07/01/2013. ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER