Job Opportunity

Staff Services Manager II (Supervisory)

Posting Date: January 27, 2016

IF IT'S A CHALLENGING POSITION YOU'RE LOOKING FOR, WE HAVE THE IDEAL JOB FOR YOU!

The California State Library (CSL) is looking for a professional individual with excellent communication, leadership, organization, analytical, and decision-making skills to serve as the Personnel Officer (Staff Services Manager II). The Personnel Officer is responsible for providing consultative advice and assistance to the State Librarian, Deputy State Librarian, and Bureau Chiefs on varied and difficult personnel management issues including classification, labor relations, selection and recruitment, health and safety, performance management, and employee discipline. The Personnel Officer also serves as the Labor Relations Officer (LRO) and Equal Employment Opportunity (EEO) Officer.

DESIRABLE QUALIFICATIONS:

- Knowledge of and experience with state civil service laws, rules, regulations, bargaining unit contracts, and procedures relating to human resource management, including those of CalHR, SPB, and SCO.
- Knowledge of and experience with the State of California classification plan, personnel transactions, progressive discipline, examination administration, CEA/Exempt program, and health and safety programs.
- 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 an outside the organization.
- Ability to reason logically and exercise sound judgment, initiative and flexibility.
- Ability to maintain confidentiality, open-mindedness, courtesy, and tact.
- Ability to organize and establish workload priorities, multitask, meet deadlines, adjust to changing priorities, and to work well under pressure.
- Ability to manage, develop, and coach others to cultivate their full potential.
- Ability to lead by example, emphasizing good customer service behaviors.
- Experience researching, analyzing and solving difficult personnel problems with a high degree of initiative, and independence.
- Ability and willingness to work extended hours when circumstances require.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. All methods of appointments will be considered. SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications (MQs) of the classification. To view the MQs, please click here.

If you are not a state employee or otherwise eligible for Staff Services Manager II (Supervisory) level, you need to take and pass the online exam and be reachable on the eligible list for the classification. Once you have passed the exam, you may be immediately eligible to be interviewed should your application be accepted.

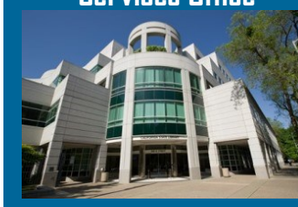
HOW TO APPLY: All interested applicants must submit a standard State Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov., and a Statement of Qualifications (SOQ). Applications must clearly indicate PC# 1043 in the Job Title section, the basis of the applicant's eligibility (list, transfer, or reinstatement, [**do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678 and include all required supporting documents (i.e. transcript/diploma, license and/or required certificate). Applications received without an SOQ will not be considered. Please mail your completed STD. 678 and SOQ to: California State Library, Human Resources, Attention: Liz Vierra, P.O. Box 942837, Sacramento, CA, 94237-0001, postmarked no later than **February 12, 2016.** Applications may also be delivered in person to the Human Resources drop box at 900 N Street in Sacramento, on the first floor, **no later than 5:00 p.m. on February 12, 2016**.

STATEMENT OF QUALIFICATIONS: The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills relate to the listed desirable qualifications and qualifies him/her for this job by answering the questions listed below. The SOQ also serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. Resumes are optional and do not take the place of the SOQ. Your SOQ must address the following:

1. Description of your leadership management skills, with an emphasis on establishing goals and objectives, effective resource management, fostering accountability, motivating staff, achieving measurable and timely results, and setting a positive example.
2. Description of your experience planning, organizing, directing, and managing a (preferably multi-disciplinary) program with a team of professionals. Include the types of issues routinely addressed.
3. Description of your experience leading staff in a fast paced environment with changing priorities and multiple workloads.
4. Description of your experience providing expert advice to executive level management and program managers on all phases of recruitment and selection activities.

For more details about this position please visit https://jobs.ca.gov/ and search for this job in the "Departments" search bar by entering California State Library or click here to view the job description on our jobs page .

Human Resources Services Office



- PC # 1043
- PERMANENT/FULL-ITME
- $5830-$7245/MONTH
- FINAL FILE DATE: **FEBRUARY 12, 2016**

The California State Library was founded in 1850 by the California State Legislature. Today, it is the central reference and research library for state government and the Legislature. It also advises, consults with and provides technical assistance to California's public libraries.

The California State Library's mission is to serve as "...the state's information hub, preserving California's cultural heritage and connecting people, libraries and government to the resources and tools they need to succeed and to build a strong California." With the exception of the Sutro Library in San Francisco, all bureaus and sections are located in Sacramento, California, at 914 Capitol Mall, 900 N Street and at the State Capitol.

The State Library's Human Resources staff provides full service human resources management support for its programs, employees and management.

EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library 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.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.

Phone: 916-654-0202
E-mail: csljobs@library.ca.gov
Website: www.library.ca.gov