



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION: Staff Services Manager I**

**TENURE: Permanent**

**TIME BASE: Full Time**

**SALARY: \$5,689 - \$7,068**

**LOCATION: Office of Governmental Affairs, Sacramento**

**FINAL FILING DATE: June 6, 2018**

\*If you have previously applied for RPA# 160-421/JC106240, there is no need to re-apply\*

**DUTIES/RESPONSIBILITIES:**

The Staff Services Manager I is the principal staff member and supervisor in the Commission's Office of Governmental Affairs (OGA). This key position will supervise OGA administrative and analytical staff and support and directly advise the OGA Director and Commission leadership. Primary duties include:

- Planning, organizing, directing and supervising the work of the OGA staff.
  - Mentoring OGA staff by conducting performance reviews, developing staff members' analytical and written skills, and assisting with professional development.
  - Consulting with legislative staff, committees and other internal and external stakeholders.
  - Representing the commission to internal and external stakeholders at private meetings and through testimony at public events.
  - Respond verbally and in writing to inquiries from commissioners, commission staff, legislative staff and other key stakeholders.
  - Tracking the progress of legislative proposals through the legislative process.
  - Analyzing the most controversial, sensitive, high-profile legislation and developing positions and concept papers.
  - Identifying critical policy, political and administrative issues as they develop.
- (cont'd)**

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- Training Commission staff on legislative procedures and analysis.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:**

The successful applicant will be a highly motivated individual with an interest in public policy, generally, and issues within the jurisdiction of the Energy Commission, specifically. Qualification should include:

- Demonstrated ability to plan, organize and direct staff in a time-sensitive, high pressure, workload-driven environment.
- First-hand experience with the legislative process, including bill tracking and bill analysis.
- Excellent written and verbal communication skills, including the ability to communicate publicly and directly to decision makers.
- Ability to work independently.
- Superior communication skills, written and verbal.
- Proven ability to effectively edit complex written work.
- Strong computer skills.
- A willingness and desire to learn new skills and methods.
- A willingness to work evenings and weekends, as needed.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: RPA #160-421  
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  
[personnelervices@energy.ca.gov](mailto:personnelervices@energy.ca.gov)