



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Staff Services Manager I

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$5,917 - \$7,351

LOCATION: Administrative & Financial Management Services Division
Sacramento

FINAL FILING DATE: January 22, 2019

DUTIES/RESPONSIBILITIES: The Staff Services Manager I plans, organizes and conducts the training activities for the California Energy Commission (Commission). The incumbent will conduct organizational development activities at the request of the Executive Office, Deputy Director and Staff Services Manager III to build stronger divisions, improve teamwork and facilitate effective communication.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- Experience in planning, organizing, and directing employee training programs covering a variety of subjects
- Experience presenting training materials in a classroom setting
- Excellent customer service and interpersonal skills; including the ability to effectively manage conflict
- Strong leadership and project management skills
- Ability to consult with, advise and present information effectively to all levels of staff, management and external entities
- Demonstrated ability to use good judgement, act independently, utilize effective problem solving skills and multi-task
- Ability to act professionally and demonstrate flexibility and tact
- Proficiency in tracking Microsoft Word, Powerpoint and Excel

STATEMENT OF QUALIFICATIONS: (REQUIRED)

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. Please describe your experience and or education that qualifies you for this position.
2. Describe your experience with developing and delivering training content (classroom and/or online).

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter. Interested applicants must submit a completed Standard State Application (Form STD. 678) with Statement of Qualifications to the address listed below. Clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus/Reemployment, reinstatement, etc.), RPA #208-172 position number 208-4800-002, in the explanation section of the STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. Electronic applications will be accepted.

PLEASE NOTE: Possession of minimum qualifications will be verified prior to 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.

View full Duty Statements: <https://www.energy.ca.gov/careers/jobs.php>

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

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #208-172
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4309

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

personnelservices@energy.ca.gov