



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Staff Services Manager I (Specialist)

**TENURE:** Permanent

**TIME BASE:** Full Time

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

**LOCATION:** Human Resources & Support Services Branch, Administrative & Financial Services Division

**FINAL FILING DATE:** February 19, 2019

**DUTIES/RESPONSIBILITIES:** Consults with and provides guidance to all levels of management within the Commission on the preventative, corrective, and adverse phases of the progressive discipline process to address performance, behavioral, and misconduct issues.

Provides advice to Commission management in accordance with the applicable bargaining unit contracts and State's progressive disciplinary policy. Prepares corrective action memorandums and formal adverse action packages.

Provides early intervention services to management when potential employee/employer issues arise, including those where performance issues are involved.

Oversees the development and administration of policies, guidelines and procedures for various statutory and contract-related programs, including the Fair Labor Standards Act (FLSA).

Provides oversight for the day-to-day administration of the various collective bargaining agreements covering Commission represented staff, including the investigation and handling of contract grievances and complaints. Includes administering and conducting investigations for the Workplace Violence and Bullying Prevention Program.

Represents the Commission in negotiations between State and Union.

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

- Knowledge of human resources laws, rules and policies
- Knowledge of and experience with performance management
- Excellent verbal and written communication skills and the ability to develop and conduct presentations
- 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/Labor Relations
- 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
- Demonstrated ability to serve as a lead, prioritize workload, and effectively manage assignments

**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 using a 12-point Arial font. Applications received without a SOQ will not be considered.

1. Describe your experience, education, and/or training as related to performance management and Labor Relations. Be specific.
2. Describe your ability to establish and maintain effective working relationships with management, a wide variety of departmental staff 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 to the contact/address listed below. Electronic applications will also be accepted. You must clearly indicate the basis of your eligibility (i.e. list, transfer, SROA/Surplus, reinstatement, etc.) including the following, **RPA# 208-xxx** and **Position #535-208-4800-xxx**, in the "Explanation Section" of the STD 678. Resumes are welcome 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.

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

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: **RPA #208-197**  
1516 9<sup>th</sup> 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](mailto:personnelservices@energy.ca.gov)