The California Student Aid Commission (CSAC), located in Rancho Cordova, is the principal state agency responsible for administering approximately $3 billion in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

About the Program You’ll Support

The Fiscal and Administrative Services Division is responsible for fiscal services, administrative/fiscal research, administrative operations, business services, contracting, and budgets. The Business Services Unit is responsible for all procurements, contracting, facilities, records and asset management, and mailroom functions. The Student Aid Commission is funded by the general fund, special revenue funds, federal funds, state and private reimbursements.

Highlights of the Job

Under the direction of the Staff Services Manager II, Fiscal and Administrative Service Division, the employee will supervise the staff and operations of the Business Services Unit including procurement and contracts, building management and maintenance, records retention, asset management, mailroom functions, and the implementation of relevant Fi$Cal functions within Business Services.

Preferred Qualifications

In addition to evaluating each candidate’s relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Excellent analytical skills.
- Excellent verbal and written communication skills.
- Ability to exercise good judgment, initiative, and creativity.
- Knowledge and experience with State procurement and contracts.
- Knowledge and experience with Fi$Cal as it pertains to Business Services functions.
- Excellent interpersonal, organization, and supervisory skills.
- Ability to demonstrate a high degree of professionalism, tact, initiative, and flexibility when dealing with multiple tasks, changing priorities and all levels of staff.
- Possession of a valid California Driver’s License and completion of a defensive driving course.
Statement of Qualifications

Candidates are required to submit a Statement of Qualifications (SOQ). **Applications received without an SOQ or not according to the instructions, will be rejected.** A résumé is not considered an SOQ. Please include your name and title with “Statement of Qualifications” on the document.

The SOQ should be no more than two pages in length, single spaced, 12 pt. font, describing to the hiring manager how you qualify for this position, keeping the duty statement and job functions in mind.

Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the **Staff Services Manager I** classification.

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in a **Staff Services Manager I** position. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter. Other methods of appointments will be considered, including Training & Development (T&D) Assignments.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the **Staff Services Manager I (Link)** classification. In addition, please attach all required supporting documents (i.e. transcripts/diploma, license, and/or required certificate) to your application.

Eligibility is determined by the completed information on your Std. 678 and/or résumés; please ensure applications and/or résumés contain completed information or your application may not be accepted.

How to Apply/Final Filing Date

Please reference **RPA #19-057, JC-192734, Position #270-734-4800-XXX, SSM I Business Services Manager**, in the ‘Job Title’ section on the application, Std. 678.

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678), Statement of Qualifications, submission of a résumé is optional. Applications and Statements of Qualifications must be received or postmarked by the final filing date of **March 6, 2020**. Electronic submission of applications and Statements of Qualifications may be completed through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov). Please contact the Personnel Office at (916) 464-8910 or email at Personnel@csac.ca.gov if you need assistance with the electronic application process.

Applications will **not** be accepted by fax or e-mail. You may also submit your application in person or by mail at:

**CA Student Aid Commission**
P.O. Box 3210
Rancho Cordova, CA 95741-3210
Attention: Personnel-Recruitment

**CA Student Aid Commission**
11040 White Rock Road
Rancho Cordova, CA 95670
Attention: Personnel-Recruitment
THE STATE OF CALIFORNIA 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 IDENTITY OR EXPRESSION, 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 OF ANY PERSON.

IT IS AN OBJECTION OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.
Position Identification:

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Function (Summary of Responsibilities):

Under the direction of the Staff Services Manager II, Fiscal and Administrative Services Division, the employee will supervise the staff and operations of the Business Services Unit including procurement and contracts, building management and maintenance, record retention, asset management, mailroom functions, and the implementation of relevant Fi$Cal functions within Business Services.

Position must be knowledgeable in project management concepts and methodologies. Position will be tasked with serving as a Project Manager on various Commission wide projects geared towards the improvement of Programs and Commission processes and procedures.

Reporting Relationships:

Reports directly to the Staff Services Manager II in the Fiscal and Administrative Services Division, Business Services Office.

Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission’s central mission is to make education beyond high school financially accessible to all Californians.

The Business Services Office in the Fiscal and Administrative Services Division ensures that Commission contractual arrangements are appropriate and that agreements are written in accordance with applicable laws, rules, policies and regulations. We also provide centralized coordination and support to management for printing needs. Assists the Commission staff with obtaining best price based on product need and ensure that purchases conform to state laws, rules policies and regulations. We also conduct periodic inventories of equipment and survey out obsolete items. We maintain a records retention management and archival system, which we update periodically.
**Job-Functions:**
Candidates must be able to perform the following essential functions with or without reasonable accommodations.

30%  Provide supervision, direction, and oversight to the professional and technical staff in the Business Services Unit. Direct, plan, and organize the work of the unit; provide workload assignments, review work and provide training as necessary to ensure staff’s success. Encourage and motivate staff; communicate on a regular basis with staff; conduct staff meetings as appropriate; establish performance expectations and complete probationary reports and annual evaluations taking corrective actions as necessary and promote continuous improvement. Monitor work of staff and report progress to management daily. Work with available resources to deliver high quality services and maintain cooperative working relationships with all other CSAC units, control agencies, outside entities, and State agencies. Research and resolve issues facing program workload and objectives while maintaining clear lines of communication between staff. Oversee and develop operations using the knowledge of state and federal laws, regulations, and guidelines. Assists in the development and implementation of administrative policies and procedures, identifies and analyzes complex, sensitive, and emerging administrative problems and recommends appropriate courses of action. Provide technical assistance as needed, while completing or resolving the most complex or highly sensitive issues.

30%  Oversee staff performing the contract and procurement process for CSAC from the start to finish of a contract inclusive of bidding, use of CMAS, writing RFOs, RFPs, RFI’s and the resulting purchasing/contracting mechanism (STD 213, STD 65 or STD 210), contract monitoring and contract closure/records retention. Ensure staff has received all appropriate and mandatory trainings to assure compliance with laws, rules, and regulations relating to purchasing and contracts. Establish and maintain the CSAC Procurement Policy and Procedure Manual. Establish and maintain comprehensive procurement system to include updating policies and procedures per DGS, SCM GCs and SAM, tracking systems, forms and workflow.

Participate on Commission wide teams and attend all meetings and participate in conversion activities to facilitate a seamless transition to Fi$Cal. Oversee all staff and monitor progress of Fi$Cal activities within the unit. Ensure staff is meeting the reporting requirements and guidelines set forth by the DGS.

15%  Backup for building security, maintenance, and space planning of CSAC headquarters. Oversees the CSAC phone list, the CSAC Statewide Telephone Directory for CSAC headquarters and the downtown office. Responsible for assisting with coordination of moves, modular furniture adjustments, ordering and installing equipment for CSAC HQ and the downtown office.

10%  Oversee the functions associated with the CSACs Records Management Program including the retention schedules, maintenance of schedules, approval of schedules with CalRIM preservation and disposal of records. Ensure proper documentation, location tracking, records retrieval and destruction processes are followed.
Responsible for overseeing staff responsible for the Asset Management Program. Manage mailroom staff, responsible for tracking CSAC Assets including IT. Oversee staff responsible for surveying property, donations, or transfers to other State agencies. Oversee the disposal activities including palletizing assets and signing off all assets for approval for disposal, transfer or donation. Maintain inventory of office and cubicle supplies.

10% Oversee the mailroom staff responsibilities in the operation of a complex, multi-function, computerized inserter machine; print large volumes using an industrial printer; process large volumes of outgoing mail for processing by the United States Postal Service or other mail carrier (i.e., FedEx, United Parcel Service, etc.); provide delivery services to the downtown area of Sacramento and Rancho Cordova*, process fulfillment orders including the receipt of products to maintain stock, coordinate storage, issuance of materials. Perform courier services for CSAC as scheduled and as requested.

Non-Essential Functions

5% Other duties as assigned.

Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

Working Conditions:

Employee’s work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations.

Attendance:

Must maintain regular and acceptable attendance.

Signature:

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).
Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature __________________ Date ____________

Supervisor Signature __________________ Date ____________

* Duties of this position are subject to change and may be revised as needed or required.