



Classification: Staff Services Manager I
Title: Personnel Manager
Tenure and Time Base: Permanent, Full-Time
Salary: \$6,124.00-\$7,608.00*
Posted: September 3, 2020
Final Filing Date: September 20, 2020

*Please note: Salaries do not reflect reductions arising from the COVID-19 pandemic. Information for actual reductions is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at [Human Resources Manual](#).

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 Commission's Programs

The Personnel Office of the Fiscal and Administrative Services Division (FASD) provides information, advice, and consultation to the Commission, Management and Staff on a variety of personnel matters.

FASD supports the programs, staff, and partners of the California Student Aid Commission in its efforts to make education beyond high school financially accessible to all Californians. It is FASD's mission to provide exceptional customer service in the areas of budgeting, human resources, accounting, and business services while abiding by laws, regulations, and proper business practices that guide our operations.

Highlights of the Job

Under general direction of the Administrative Services Manager, the Staff Services Manager I functions as the Personnel Manager/Officer and the subject matter expert on personnel matters. The incumbent is directly responsible for all aspects of the Commission's personnel management programs including, but not limited to classification and pay, examinations, disability leaves, and personnel transactions; provides consultation with managers and supervisors on employee discipline and various personnel management issues, and ensures compliance with governmental codes, laws, rules and regulations. Supervises a staff of professional and technical staff in the performance of personnel tasks, projects, and functions.

Preferred Qualifications

- Effective written and verbal communication skills.
- Strong analytical and organizational skills.
- Ability to work as part of a team.
- Ability to deal with multiple tasks and changing priorities.
- Must be dependable and punctual.

Statement of Qualifications

Candidates are required to submit a Statement of Qualifications (SOQ). The SOQ is a narrative discussion of how the candidates' education, training, experience, and skills qualify them for the position. The SOQ should be typed and no more than two pages in length. Please clearly state which document is the SOQ. A résumé is not considered an SOQ. Applications received without an SOQ will be rejected.

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** 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 #20-014, JC-215009, Position #270-734-4800-XXX, SSM I Personnel 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 September 20, 2020**. Electronic submission of applications and Statements of Qualifications may be completed through your CalCareer account at 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.

CALIFORNIA STUDENT AID COMMISSION
DUTY STATEMENT

Position Identification:

Employee Name:	Vacant
Classification:	Staff Services Manager I
Working Title:	Personnel Manager
Position Number:	270-734-4800-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	August 3, 2020
Effective Date:	To be determined

Function (Summary of Responsibilities):

Under the general direction of the Staff Services Manager II, Fiscal and Administrative Services Division, the Staff Services Manager I functions as the Personnel Manager/Officer and the subject matter expert on all human resources (HR) related issues and topics. The incumbent is directly responsible for all aspects of the Commission's various HR management programs including, but not limited to, classification and pay, examinations, progressive discipline, disability leaves, personnel transactions including payroll and benefits, training, health and wellness, workforce and succession planning. Provides consultation to managers and executive staff on employee discipline and various personal management issues, and ensures compliance with governmental codes, laws, rules, and regulations. Supervises a staff of professional and technical staff in the performance of personnel tasks, projects, and functions.

Reporting Relationships:

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

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.

Human Resources provides information, advice, and consultation to the Commission and staff on all HR related matters.

Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 40% Provides leadership, coaching, mentoring, technical guidance and direction to Commission (CSAC) staff whose duties encompass workers compensation and other disability leave types, position classification, examinations, transactions, disability leaves, benefits, progressive discipline, reasonable accommodations, and training. Develops, recommends and maintains complex policies and procedures relevant to HR contract management; directs the research and writing of policies at management direction, and provides interpretation on HR related policies and procedures, CalHR and State Personnel Board laws, rules, and MOU provisions. Security Administrator for HR, reporting directly to SCO and CalHR.
- 30% Responsible for a variety of analytical HR work in all areas of personnel management. Assists management with staff re-assignments and reorganization efforts. Provides advice and consultation to staff and management on the most difficult and sensitive employee performance issues and classification and compensation issues. Performs classification analyses; advises managers and supervisors on technical HR related issues and on the implication of proposed personnel management actions. Provides recommendations and alternatives. Personally, calculates the most complex salary determinations and oversees or performs classification and pay activities and consults with CalHR to resolve classification issues. Acts as the Affordable Care Act coordinator working directly with SCO to ensure appropriate and timely reporting of common law worker information. Acts as the Decentralized Security Administrator for the State Controller's database; ECOS Security Administrator for the examination and certification online system; Upward Mobility Coordinator; Training Coordinator; Reasonable Accommodation Coordinator and disciplinary officer.
- 15% Coordinates and oversees all examining needs to establish an annual exam plan, monitors its implementation and/or the Commission's participation in on-line examinations. Assists in the administration of civil service exams including evaluation of resources, objectives, and time frames for completion of examinations on a timely basis and resulting eligible lists. Develops and conducts classroom trainings for Commission staff and managers. Coordinates employee selection and recruitment activities from bulletin release to candidate selection ensuring proper documentation of all phases, review of personnel transactions as needed. Oversees maintenance of all personnel/payroll records systems; closely monitors position control and recruitment and hiring practices to ensure adherences to civil service laws and rules.
- 10% Serves as the Commission's representative and liaison with CalHR, SCO and SPB. May assist the EEO Manager with investigations and ensure proper handling of discrimination complaints, sexual harassment complaints, employee complaints and related issues. The EEO SSM I reports directly to the Executive Director or designee.

Non-Essential Functions

- 5% Performs other duties and projects at management discretion.

