

## **STAFF SERVICES MANAGER I**

### **DEFINITION**

Under general supervision, employees at the level perform responsible, varied, and complex administrative analysis work in a variety of fields; they may act as lead analysts to other technical staff or may supervise subordinate clerical staff.

### **DISTINGUISHING CHARACTERISTICS**

This is the first supervisor level of staff services analysts. Depending upon the size of the agency, this level may supervise Staff Services Analysts performing one or more of the staff services functions, or be responsible for all of the agency's staff services

### **REPORTS TO**

Social Services Director or Program Manager-Services-Asst. Director.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Accountant Technician, Fiscal & Technical Service Assistant and various Office Staff.

### **EXAMPLES OF DUTIES**

- Perform general administrative, personal, staff development, fiscal, program and data processing system analysis, gather, tabulate and analyze data; draw organization, workload, and other charts.
- Interview and consult with departmental officials, employees and others to give and receive information.
- Prepare reports and make recommendations on procedures, policies, and program alternatives.
- Review and analyze proposed legislation and advise management on the potential impact.
- Make decisions in financial, personnel, and other administrative systems of average to difficult complexity; and prepare correspondence.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; use of office equipment including computers, telephones, calculators, copiers and FAX; sufficient physical ability and strength to deal with active children; corrected hearing and vision to normal range.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and in a field environment; continuous contact with staff, the public as well as adult and child clients.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- General public and business administrative practices.
- Governmental functions and organizations
- Principles and practices of the functional areas germane to the specialized positions
- Principles and practices of supervision
- General principles of public administration
- Principles and practices of the functional areas germane to the specialized positions

**Ability to:**

- Plan assign, and supervise the work of others
- Develop and achieve program goals
- Assume total responsibility to staff support program area in a medium to large department or for administrative services in a small department
- Supervise subordinate staff

## **STAFF SERVICES MANAGER I - 3**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this required knowledge and abilities would be:

One (1) year of experience in the Interagency Merit System performing duties comparable to Staff Services Analyst II

**OR**

Two (2) year of increasingly responsible analytical experience in staff services such as management, personnel, fiscal, staff development, or data processing analysis work, including the preparation of recommendation and reports.

### **Special Requirements:**

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.