



**STAFF SERVICES MANAGER I  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
Recruitment 6PP03**

<b>Department:</b>	<b>Commission on Peace Officer Standards and Training (POST)</b>
<b>Opening Date:</b>	<b>May 23, 2016</b>
<b>Closing Date:</b>	<b>June 6, 2016</b>
<b>Type of Recruitment:</b>	<b>Departmental Promotional</b>
<b>Salary:</b>	<b>Monthly Salary Range \$5,311 - \$6,598</b>
<b>Employment Type:</b>	<b>Permanent Full-time</b>

**EEO**

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

**DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. 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.

**WHO SHOULD APPLY?**

Applicants who meet the minimum qualifications as stated on this examination announcement may apply for this examination by **June 6, 2016**, the closing date. All applicants must meet the education and/or experience requirements as stated on this examination announcement by **June 6, 2016**, the closing date.

This is a departmental promotional examination for the Commission on POST employees.

1. Applicants must have a permanent civil service appointment with the Commission on POST, as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991.

For applicants qualifying under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Persons applying using Veterans experience must submit a copy of their DD 214 with their Standard State Application (STD 678).

## FILING INSTRUCTIONS

Complete and submit an Examination/Employment Application (STD 678), and submit to the Commission on Peace Officer Standards and Training (POST). Applications will not be accepted via email or FAX. Applications personally delivered, postmarked, or received via interoffice mail after **June 6, 2016**, will not be accepted under any circumstances.

On the Examination/Employment application form (STD 678), you must **complete in its entirety the "from" and "to" dates (month/year), hours per week (time-base), and title/job classification**. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Mail your completed Examination/Employment Application (STD 678) to:

Commission on POST  
Human Resources  
860 Stillwater Road, Suite 100  
West Sacramento, CA 95605

## DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements to participate in this examination, mark the appropriate box in question 2 of the Examination/Employment application or you may contact the Commission on POST, Human Resources at 916.227.3934 or 916.227.3927.

### REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

### ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Commission on POST. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated on this examination announcement.

### MINIMUM QUALIFICATIONS

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

#### EITHER I

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.

(Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

#### OR II

**Experience:** Three years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience beyond the trainee level which shall have included the preparation of reports and the presentation of recommendations to management, at least one year of which must have been in a full journey person technical capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.)

#### And

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## POSITION DESCRIPTION

The Staff Services Manager I level is typically the first working supervisor level. Employees at this level supervise a small group of analysts performing journeyman level work and personally perform the most difficult or sensitive work. In the smaller departments or where the particular Staff Services function is not fully developed, a Staff Services Manager I may direct a function such as management analysis, budgeting, or personnel. In a medium to large department, or in a central agency function, positions at this level may supervise a portion of a function when it is so large as to require subordinate supervisors in terms of number of technical staff. On rare occasions, positions at this level may function as project leaders, coordinating the work of others through task force type organizations. This leadership role must be accompanied by a role as a highly skilled, independent consultant with the ability to act authoritatively in a functional specialty.

**The positions are permanent full-time and are headquartered in West Sacramento, California. The positions are designated as [CalPERS Miscellaneous Retirement](#).**

## EXAMINATION INFORMATION

### QUALIFICATIONS APPRAISAL INTERVIEW

This examination will consist of a Qualification Appraisal Interview weighted 100%. The interview will include a number of pre-determined, job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**It is anticipated that interviews will be held in June/July 2016.**

### COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

1. Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas;
2. Principles and practices of employee supervision, development, and training;
3. Program management;
4. Formal and informal aspects of the legislative process;
5. The administration and department's goals and policies; governmental functions and organization at the State and local level; and
6. The department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

### ABILITY TO:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems;
2. Develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing;
3. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas;
4. Gain and maintain the confidence and cooperation of those contacted during the course of work;
5. Review and edit written reports,
6. Utilize interdisciplinary teams effectively in the conduct of studies;
7. Manage a complex Staff Services program;
8. Establish and maintain project priorities; and
9. Develop and effectively utilize all available resources; and

10. Effectively contribute to the department's affirmative action objectives; AND

#### SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

#### DISCLAIMER

You may view the official California State Personnel Board class specification for the [Staff Services Manager I](#).

#### GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the Commission on POST, Human Resources, three days prior to the written test date if he/she has not received his/her notice of appointment.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Commission on POST, Human Resources, three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), local offices of the Employment Development Department, and the Commission on POST, Human Resources.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Commission on POST, Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the Commission on POST, Human Resources.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order:

1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional,

5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**If Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, or [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the [Veterans' Preference Application \(Std. Form 1093\)](#), and the Department of Veterans Affairs.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street, Sacramento, CA 95811.)

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

**Commission on Peace Officer Standards and Training**  
Human Resources 860 Stillwater Road, Suite 100 West Sacramento, CA 95605  
Telephone 916.227.3934

**California Relay (Telephone) Service for the Deaf or Hearing Impaired:**

From TDD Phones: 1.800.735.2929 From Voice Phones 1.800.735.2922

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device