



## Career Opportunity

March 18, 2016

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

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## STAFF SERVICES MANAGER II (MANAGERIAL) FULL TIME / PERMANENT

### SALARY

\$6,453 - \$7,331

### FINAL FILING DATE

APRIL 4, 2016

### POSITION LOCATION

UKIAH

RPA # 16-1055

### QUESTIONS ABOUT THE JOB

VIRGINIA CLARK

(916) 341-3147

OR VISIT OUR WEBSITE

[WWW.CCC.CA.GOV](http://WWW.CCC.CA.GOV)

### SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24<sup>TH</sup> STREET

SACRAMENTO, CA 95816

### SUPPLEMENTAL QUESTIONNAIRE – REQUIRED

In addition to your standard State Application (Form Std. 678) you must submit a prepared written response to the following supplemental questions:

Your responses to the Supplemental Questions below are a required component of the application process. Responses to all questions shall not be more than two (back to back) pages and no smaller than font 12, single spaced. The responses must clearly state your professional experience relevant to the duties identified below and length of the experience.

1. Please describe your experience in youth leadership development.
2. Describe your knowledge of, and experience with, developing and implementing policies to facilitate program policy, particularly in a residential program.
3. Describe an experience you have had that demonstrates your ability to analyze complex programs and recommend an effective course of action.
4. What do you believe are the most critical issues or challenges facing the young men and women (ages 18-25) of California today that the CCC addresses?

### Duties:

**PERSONNEL DUTIES:** Directly supervise lead staff, monitor and evaluate their performance in accordance with state and department policies and timelines, prepare staff training and development plans and ensure they are implemented, recognize employees' performance and success, and

employ progressive discipline if needed. Provide direction, guidance and assistance to all staff and corpsmembers. With assistance from HQ personnel, investigate and respond to corpsmember and staff grievances. Ensure all staff and corpsmembers receive appropriate orientation and training regarding state and department policies and procedures. Develop and foster a working environment that is consistent with the mission, goals, and guiding principles of the department. Keep the Region Deputy informed about personnel issues.

**FISCAL DUTIES:** Develop annual budgets and monitor revenues and expenditures. Develop revenue goals and ensure they are met. Develop annual spending limits, and ensure expenditures do not exceed them. Request budgetary adjustments in order to maintain solvency. Oversee procurement and contracting activities to ensure funds are being spent prudently, responsibly, and in accordance with all state laws, and department policies and procedures. Ensure financial reports are submitted in a timely manner, are thorough and accurate, and meet the requirements of all state, department and district policies and procedures. Develop and foster an environment in which fiscal responsibility is important to all staff and corpsmembers. Keep the Region Deputy informed about fiscal issues.

**MANAGEMENT:** Demonstrate strong and effective leadership by developing corpsmembers and staff, implementing departmental policies, and creating a positive environment that fosters success. Set a strong example for subordinates by supporting the department's mission, vision and guiding principles of character, competence and cooperation. Mentor staff and corpsmembers, demonstrate the benefits of service and support open and honest communications throughout all levels of the organization. Recognize and celebrate success.

**CORPSMEMBER DEVELOPMENT:** Ensure that corpsmembers are provided a safe and positive working and living environment and that their needs are being met in the areas of education, literacy, skills training, career development, counseling, post-corps transition, health and safety, security and recreation. Emphasize the importance of service activities, and ensure that adequate opportunities are provided for corpsmembers to serve their community. Provide staff with the tools and training, guidance and motivation they need to develop corpsmembers and provide for their needs. Ensure all corpsmember development reports are submitted in a timely manner, are thorough and accurate, and meet the requirements of all state, department and district policies and procedures. Develop and foster an environment in which corpsmember development is vitally important to everyone in the organization. Keep the Region Deputy informed about significant corpsmember development issues.

**CONSERVATION:** Oversee the development and implementation of a portfolio of project work that meets the conservation and emergency response needs of the community, the development needs of corpsmembers, and the financial goals of each unit. Provide project staff with the tools, training and assistance they need to meet all department, district and unit goals related to project work. Take an active leadership role in developing marketing plans, contacting new sponsors, promoting conservation activities and maximizing the involvement of corpsmembers in projects benefiting the community. Set high standards of efficiency, effectiveness and professionalism in work performance and ensure those standards are met. Ensure all project reports are submitted in a timely manner, are thorough and accurate, and meet the requirements of all state, department and district policies and procedures. Develop and foster an environment in which corpsmembers become integral components of community emergency response and conservation activities. Keep the Region Deputy informed about significant work project issues.

**SUPPORT:** Ensure that Business Services staff provide the resources and assistance needed by corpsmembers and staff to fulfill the mission and goals of the department and district in a timely manner. Provide the tools and training needed to make this possible. Ensure that all aspects of Business Services, including procurement, finance, payroll, administration, food service and facility management are conducted in an efficient, effective, and professional manner. Develop and foster an environment in which Business Services earns respect for and takes pride in their critical supporting role. Keep the Region Deputy informed about significant support issues.

**OUTREACH:** Promote and represent the CCC in the community through regular, ongoing outreach activities with the media, elected officials, other governmental entities (federal, state and local), and community organizations. Ensure that all state, department and district policies and procedures are followed regarding these contacts. Keep the Region Deputy informed regarding outreach activities.

**POLICY:** Assist in the formulation of, and make recommendations regarding, department and district goals, objectives, policies and procedures. When assigned, serve on policy development working groups and committees. Ensure that staff and corpsmembers comply with all existing state, department and district policies and procedures. Keep the Region Deputy informed about recommended policy changes and improvements.

**Who May Apply:** Applicants currently at the Staff Services Manager II (Managerial) level, or those who have eligibility for appointment or transfer to this classification.

Please indicate RPA # 16-1055 in the job title section of your State application.