

CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

Career Opportunity

January 25, 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.

PERSONNEL SUPERVISOR I FULL TIME / PERMANENT

SALARY

\$3,824 - \$4,788

FINAL FILING DATE

FEBRUARY 8, 2016

POSITION LOCATION

SACRAMENTO

RPA #16-1128

QUESTIONS ABOUT THE JOB

KELLY REYNOLDS

(916) 341-3264

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

Duties: Supervision of 5-8 permanent full-time Personnel Specialists; 1-3 Retired Annuitants. The Personnel Supervisor I plans, organizes and directs the work of the department's transaction program. Supervises the workflow to ensure that all documents are processed timely and in accordance with CCC and control agency requirements. Recruits, trains and evaluates subordinate staff. Acts as liaison with control agencies and field personnel. Works closely with field personnel to ensure open lines of communication and provide advice to managers and clerks. Prepares reports and gathers statistical data for management as required. Prepares memos; coordinates, participates in and/or leads special projects; may be required to prepare reports. Reviews all correspondence from control agencies and employee representative groups for changes to existing procedures.

Makes recommendations to management of necessary changes to department procedures in order to implement mandated changes. Ensures subordinate staff are aware of and understand changes and the impact on procedures. Logs salary advance requests and tracks clearance of same. Prepares periodic status reports of outstanding accounts. Works with accounting staff to resolve various issues pertaining to payroll, wage garnishments, salary advances and revolving funds. Provide technical advice, assistance and/or recommendation for establishing or revising CCC personnel-related policies and procedures. Serves as an HR subject matter expert on committees as needed by the department.

Who May Apply: Applicants currently at the Personnel Supervisor I level or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) assignments may be considered.

Please indicate RPA # 16-1128 in the job title section of your State application.

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.