

JOB OPPORTUNITY

Job Opportunity Bulletin: #08-104

Final Filing Date: January 2, 2009
or Until Filled

| Position: | Salary: | Location: |
|----------------------------|-----------------|---|
| Office Technician (Typing) | \$2,686-\$3,264 | Office of Statewide Health Planning & Development (OSHPD) Human Resources Services 400 R Street, Suite 364 Sacramento, CA. 95811 |

Come join our 2006 Sacramento Workplace Excellence Leader award winning team!

The Human Resources Services Office (HRS) is seeking a highly motivated, enthusiastic, detail-oriented person to handle a portion of the support function for the HRS team. This position reports to an Assistant HRS Manager, and assists with a variety of issues including recruitment/hiring documents and logs, selection materials/processes, database input, customer service, charts/graphs, confidential files, mail, scheduling meetings, photocopying, supplies, and other areas.

Please call us if you want a copy of the duty statement and/or more information.

Desirable Qualifications:

- Excellent interpersonal, customer service, and computer skills.
- Ability to maintain a high degree of confidentiality, initiative, and accuracy in performing tasks.
- Working knowledge of computers and applicable software programs including Microsoft Office and GroupWise.
- Ability to multi-task while working cooperatively with others.
- Good work habits and attitude.
- Dependability, flexibility and tact.
- Experience in above program areas.
- Commitment to upholding OSHPD's core values.

Who May Apply:

Individuals currently in the OT (T) classification, or who have list, transfer, or reinstatement eligibility. The most qualified applicants will be interviewed. Appointment is subject to SROA/Surplus policies.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Please submit a standard State Examination and/or Employment Application STD. 678 and a resume to:

OSHPD – Human Resources Services Office
Attention: Beverly Lamera (**JOB #08-104**)
400 R Street, Suite 364
Sacramento, CA 95811

For more information contact Beverly Lamera (916) 326-3269.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

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