

# JOB OPPORTUNITY

<b>Job Opportunity Bulletin:</b>	#08-165
<b>Final Filing Date:</b>	April 17, 2009 or Until Filled

<b>Position:</b>	<b>Salary:</b>	<b>Location:</b>
Senior Personnel Specialist	\$3,658 - \$4,446	Office of Statewide Health Planning & Development Administrative Services Division Human Resources Services 400 R Street, Suite 364 Sacramento, CA 95811
Or	Or	
Personnel Specialist	Range A \$2,602 - \$3,162	
	Range B \$2,993 - \$3,640	
	Range C \$3,098 - \$3,766	
	Range D \$3,346 - \$4,067	

Are you an enthusiastic, detail-oriented “people” person? If so, we are looking for **you** to join our dynamic Human Resources Services team in our Transactions Unit. You can have the opportunity to touch the lives of over 30 million people by helping us achieve our department’s vision of promoting Equitable Healthcare Accessibility for California. Under the general direction of the Assistant Human Resources Services Manager, you could be one of two expert staff members performing the full range of transaction duties for the Office of Statewide Health Planning and Development (OSHPD). This includes appointment document processing, certification of eligible-for-employment candidates, salary determinations, NDI, SDI, IDL, maintenance and updating of the California Leave Accounting System, FMLA, reinstatement/transfer rights of employees, position control, benefits, and processing and reconciling monthly payroll. Duties also include the preparation of management reports, various documents, drafting correspondence, advising management, developing procedures, customer service consultations, and other related duties. As you can see there is a variety of important duties awaiting you!

## Desirable Qualifications:

- High quality customer service skills.
- Experience performing the full range of transactions duties in State service.
- Commitment to appropriately and effectively participate on a team that handles sensitive and confidential information.
- High quality interpersonal skills.
- High quality verbal/written communication skills.
- Strong work ethic.
- Working knowledge of Microsoft’s Office Suite and the State Controller’s Office decentralized personnel/payroll system.
- Experience with databases.

## Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Individuals with list eligibility should attach a copy of their notice of test results. Appointment is subject to SROA/surplus policies. The most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312  
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHPD – Human Resources Services  
Attention: Doris Bloom (JOB #08-165)  
400 R Street, Suite 364  
Sacramento, CA 95811

For more information, contact Doris Bloom at (916) 323-3263.

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.