

STAFF SERVICES MANAGER I



California Lottery[®]

Salary

\$5,079 – \$6,127

Final Filing Date

Until Filled

Position Number

358-235-4800-911

Questions About the Job

Norma McGinnis (916) 322-0068

Position Location

Human Resources Division

Employee Selection and Services

600 North 10th Street (Off Richards Blvd.)

Sacramento, CA 95811

Send Application To

California State Lottery

Attn: Darlene (235)

P.O. Box 2630

Sacramento, CA 95812-2630

J O B O P P O R T U N I T Y B U L L E T I N

Duties

Under the direction of the Human Resources Manager, the Staff Services Manager's responsibilities include:

- Provide oversight and direction on training and development activities for the Lottery to meet the full range of operational needs statewide
- Manage the examination and recruitment programs for the Lottery
- Oversee and manage the Lottery's Workforce Planning Project to enhance the department's strategic planning process and service delivery to the public
- Oversee and manage the Lottery's Employee Recognition Program and oversee efforts of Human Resources related action plans throughout the year
- Research and prepare reports or studies on sensitive or confidential projects; prepare procedures and guidelines to ensure uniform application of programs under Employee Services

Job Requirements

Applicants applying for this position must:

- Have good written and verbal communication skills
- Have good interpersonal and organizational skills
- Be able to handle multiple project simultaneously
- Be able to meet deadlines

Who Should Apply

Applicants should be state employees who are currently in the Staff Services Manager I classification, or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

10/7/2008

Equal Opportunity Employer: The California State Lottery is an equal opportunity employer to all regardless of race, religion, ancestry, disability, age, sexual orientation, color, creed, national origin, sex, marital status or political affiliation.

Background Investigation: The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.