



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-8579.

Position: (6795)
Office Services Supervisor II

Position #:
917-190-1150-001

Salary Range:
\$3439 - \$4307

Issue Date:
October 12, 2018

Contact:
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Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
October 25, 2018

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit application package electronically via CalCareers or to the address below:

STATE CONTROLLER'S OFFICE
Human Resources
ATTN: Classification Unit – CN
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-190-1150-001. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

All types of appointments will be considered, including but not limited to, T&D Appointments.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the general supervision of the Staff Services Manager I (SSM I), the Office Services Supervisor II (OSS II) directly supervises and provides functional guidance to support staff at the Board of State and Community Corrections (BSCC).

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Supervises, plans, organizes, trains, mentors and directs administrative support staff engaged in a variety of general office and clerical tasks including but not limited to: receiving and directing incoming calls, processing and distributing incoming and outgoing mail, coordinating payroll distribution, proofreading and formatting various reports/correspondence, making travel arrangements for BSCC staff, tracking inventory of office supplies and printer/copier toners, assisting with meeting preparation, general clerical work such as filing, copying, scanning and printing. Incumbent develops and assigns work priorities, provides direction on difficult assignments, monitors work flow and makes temporary task re-assignments in order ensure that deadlines are met; reviews staff work for accuracy.
- Sets performance expectations for staff and evaluates performance. Identifies performance concerns and suggests employee corrective actions in a timely manner. Identifies staff resource needs including equipment, tools, and training, as well as upward mobility needs.
- Establishes goals, priorities, and procedures for office support services to improve and effectively coordinate administrative support functions. Maintains working knowledge of procedures, laws, rules, office policies and procedures and instructions for appropriate staff. Identifies support staff's operational needs, present and future, developing and submitting proposals based on findings. Holds meetings as necessary with support staff, identifying and resolving problems; acts as a resource person. Meets with other divisions, as necessary, to maintain positive communication in order to resolve issues.
- Interviews and hires support staff; maintains supervisor's work files for all

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 10/17



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support staff; approves/disapproves support staff absences; assesses individual training needs of support staff, and develops training plans; recommends approval or disapproval of support staff merit salary adjustments.

- Performs other duties as necessary such as special projects and reports assigned by Management, and act as a liaison with other offices as needed.