



# Staff Services Officer I

Salary Group: B17

Class Code: 1550

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
STAFF SERVICES OFFICER I	1550	B17	\$36,976 - \$58,399
STAFF SERVICES OFFICER II	1551	B18	\$39,521 - \$64,449
STAFF SERVICES OFFICER III	1552	B19	\$42,244 - \$68,960
STAFF SERVICES OFFICER IV	1553	B20	\$45,158 - \$73,788
STAFF SERVICES OFFICER V	1554	B21	\$48,278 - \$78,953

## GENERAL DESCRIPTION

Performs routine (journey-level) staff services work. Work involves performing work in several staff services functions such as human resources, accounting, budgeting, purchasing, training, payroll, records management, and property management. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## DISTINGUISHING CHARACTERISTICS

The Staff Services Officer job classification series is intended for employees that are responsible for several staff services functions and should not be used for employees who are only responsible for the operation of one particular functional area. Typically, employees at the higher levels within the series oversee complex and critical staff services work that may cross several major staff services functions and/or divisions in which the work is not directly related and/or may be responsible for supervising staff. This series is typically found in smaller agencies and in satellite or district offices of larger agencies.

Examples of duties and responsibilities related to human resources, accounting, budgeting, purchasing, training, payroll, and records or property management are located in related job classification series found in various occupational categories such as 1) Human Resources, 2) Property Management and Procurement, and 3) Accounting, Auditing, and Finance.

## EXAMPLES OF WORK PERFORMED

Performs work in several staff services functions such as human resources, accounting, budgeting, purchasing, training, payroll, and records and property management.

Provides technical assistance to division directors, section managers, and staff related to various staff services functions.

Prepares, edits, and distributes correspondence, reports, forms, and documents.

May order merchandise, supplies, and equipment in accordance with state and agency requirements.

May coordinate and schedule training and travel for agency employees and serve as travel coordinator.

May perform record retention work and coordinate with staff on disposal of records according to the agency retention schedule.

May analyze internal processes and assist with recommending and implementing procedural or policy changes to improve operations.

May coordinate and assist with developing job postings and screening applicants; and may answer policy and procedure questions on promotions, demotions, merit increases, disciplinary actions, transfers, and discharge of employees.

May process employee payroll changes, handle employee leave requests, and serve as leave coordinator.

May maintain equipment, materials, and supplies.

May plan and conduct workshops and/or training programs.

May prepare and track all procurement requests in accordance with all state and agency requirements.

May process purchase orders; coordinate and monitor expenditures; and maintain inventory.

May assist with developing the agency's budget, policies, and procedures.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in office management, business administration, human resource administration, or budget preparation work. Graduation from an accredited four-year college or university with major coursework in human resources, public or business administration, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of agency programs, policies, and procedures; the methods, principles, and practices of the agency; fiscal or budgeting techniques and practices; and office management and human resource administration.

Skill in coordinating activities, the use of a computer and applicable software, and critical thinking.

Ability to study and evaluate programs and propose recommendations, and to communicate effectively.