



# Staff Services Officer III

Salary Group: B19

Class Code: 1552

<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
<b>STAFF SERVICES OFFICER III</b>	<b>1552</b>	<b>B19</b>	<b>\$42,244 - \$68,960</b>
STAFF SERVICES OFFICER IV	1553	B20	\$45,158 - \$73,788
STAFF SERVICES OFFICER V	1554	B21	\$48,278 - \$78,953

## GENERAL DESCRIPTION

Performs complex (journey-level) staff services work. Work involves planning, coordinating, and performing work in several staff services functions such as human resources, accounting, budgeting, purchasing, training, payroll, records management, and property management. May provide guidance to others. Works under general supervision, with moderate 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

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

Plans and coordinates special and administrative assignments and programs.

Coordinates varied records processing activities requiring the application of well-defined policies and procedures.

Provides technical assistance across several staff services functions; coordinates activities among management and staff in identifying issues and facilitates appropriate action.

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

Responds to inquiries and interprets rules, regulations, policies, and procedures.

Develops and maintains records and filing systems, which include performing records retention work and coordinating with staff on disposal of records according to the agency retention schedule.

Assists in developing policies and procedures; assists in interpreting and ensuring compliance with applicable laws (federal, state, and local), rules, and regulations.

Assists with analyzing internal processes; recommends and implements procedural or policy changes to improve operations.

Assists with developing programs and making adjustments to methods and procedures to comply with legislative or other changes.

May coordinate travel arrangements and serve as leave coordinator.

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

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

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

May perform facilities management functions such as submitting work order requests, completing facilities reports, and monitoring the entry and security systems.

May perform records management work such as maintaining, coordinating, and implementing the approved records retention schedule and reporting.

May plan and conduct workshops and/or training programs.

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

May provide guidance to others.

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

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

Ability to study and evaluate programs and propose recommendations, to interpret and apply agency policies and procedures, to analyze and solve work problems, to communicate effectively, and to provide guidance to others.