



Staff Services Officer V

Salary Group: B21

Class Code: 1554

<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 advanced (senior-level) staff services work. Work involves planning, directing, and overseeing several staff services functions such as human resources, accounting, budgeting, purchasing, training, payroll, records management, and property management. May supervise the work of others. Works under minimal supervision, with extensive 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

Oversees, plans, directs, and/or performs complex and critical staff services work in several staff services functions such as human resources, accounting, budgeting, purchasing, training, payroll, and records and property management.

Oversees the development of programs and of adjustments to methods and procedures to comply with legislative or other changes.

Oversees the maintenance of files, records, and records management systems and ensures staff appropriately dispose of records according to the agency retention schedule.

Plans and coordinates special and administrative assignments and programs.

Plans and coordinates agency services with federal, state, and local authorities.

Analyzes internal processes; recommends and implements procedural or policy changes to improve operations.

Prepares and reviews and/or oversees the preparation and review of operational and special reports.

Reviews the agency's activities and policies; and interprets and ensures compliance with applicable federal, state, and local laws, rules, and regulations.

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

May monitor contracts to ensure compliance with all state and federal rules.

May screen, coordinate, and participate in employment interviews and recommend employment of applicants; oversees the processing of new hires, promotions, demotions, merit increases, disciplinary actions, transfers, and discharge of employees.

May oversee the processing of purchase orders, coordinate and monitor expenditures, and oversee the maintenance of inventory.

May oversee facilities management functions such as ensuring appropriate work orders are submitted, completing facilities reports, and overseeing the monitoring of the entry and security systems.

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

May plan, coordinate, and/or deliver workshops and/or training programs.

May prepare annual operating budget, project yearly spending, and monitor expenditures.

May coordinate training, travel arrangements, and serve as leave coordinator.

May serve as HUB coordinator.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in office management, business administration, information technology, 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 and budgeting techniques and practices; of information technology needs; 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 make decisions affecting the operation of administrative services functions, to communicate effectively, and to supervise the work of others.