

STAFF SERVICES CLASSES

Classification Definition

This series specification describes five levels of general and specialized staff services classes used in local agencies. These classes perform general administrative, personnel, staff development, fiscal, program and data processing system analysis. Incumbents gather, tabulate and analyze data; draw organization, workload, and other charts; interview and consult with departmental officials, employees and others to give and receive information; prepare reports and make recommendations on procedures, policies, and program alternatives; review and analyze proposed legislation and advise management on the potential impact; make decisions in financial, personnel, and other administrative systems of average to difficult complexity; and prepare correspondence.

Duties designated in this series are performed as part of a regular job assignment in departments large and complex enough to support such specialized assignments. The performance of such duties substantiate allocation to these classes.

Class

Staff Services Analyst I (General)
Staff Services Analyst II (General)
Staff Services Analyst II (Personnel)
Staff Services Analyst II (Staff Development)
Staff Services Analyst II (Fiscal)
Staff Services Analyst II (Program Analysis)
Staff Services Analyst II (Data Processing)
Staff Services Specialist (Personnel)
Staff Services Specialist (Staff Development)
Staff Services Specialist (Fiscal)
Staff Services Specialist (Data Processing)
Staff Services Manager I (General)
Staff Services Manager I (Personnel)
Staff Services Manager I (Staff Development)
Staff Services Manager I (Fiscal)
Staff Services Manager I (Program Analysis)
Staff Services Manager I (Data Processing)
Staff Services Manager I (General)

Definition Of Levels And Typical Tasks

Staff Services Analyst I (General)

This is a recruiting and training class. Employees at this level, under close supervision, perform analysis work of increasing difficulty in one or more areas of administrative services. Most incumbents will promote to Staff Services Analyst II after a year of satisfactory performance; however, positions limited to analytical duties of a more routine, repetitive nature will be permanently allocated at the Staff Services Analyst I level.

Staff Services Analyst II

This is the journey level. Under general supervision, employees at this level perform responsible, varied, and complex administrative analysis work in a variety of fields; they may act as lead analysts to other technical staff or may supervise subordinate clerical staff. Work at this level is characterized by independent development and employment of methodology and techniques.

Staff Services Analyst II (General)

Duties are assigned in any combination of the staff services disciplines listed in the Definition of Series. The general class is appropriate for those settings requiring a sound comprehension of general administrative analysis.

Staff Services Analyst II (Personnel)

Duties focus on personnel management issues such as classification and pay, recruitment and examining, labor relations, and affirmative action.

Staff Services Analyst II (Staff Development)

Duties focus on the identification of training needs of departmental personnel, and development of training resources to fulfill those needs.

Staff Services Analyst II (Fiscal)

Duties focus on budget and accounting systems, fiscal forecasting, and departmental fiscal management.

Staff Services Analyst II (Program Analysis)

Duties focus on program planning and the identification and analysis of program administration problems. Examples are review of regulatory material for program impact, review and revision of systems and procedures, and coordination of multi-disciplinary groups for program systems review.

Staff Services Analyst II (Data Processing)

Duties focus on the analysis, management and administration of electronic data processing system.

Staff Services Specialist (Personnel)(Staff Development)(Fiscal)(Data Processing)

Positions at this level typically exist in medium sized departments. They are assigned duties such as personnel officer, training officer, budget officer, or data processing officer with departmental-wide responsibilities. Assigned duties might include supervision over clerical subordinates or, on a project basis, over staff in line classes, but positions in this class are not responsible for supervising staff services analysts.

Staff Services Manager I (General)(Personnel) (Staff Development) (Fiscal) (Program Analysis) (Data Processing)

This is the first supervisor level of staff services analysts. Depending upon the size of the agency, this level may supervise Staff Services Analysts performing one or more of the staff services functions, or be responsible for all of the agency's staff services.

Staff Services Manager II (General)

Positions are second-level supervisors over a subordinate staff of staff services analysts and managers responsible for all or a large portion of the staff services in larger agencies.

EMPLOYMENT STANDARDS

Staff Services Analyst I (General)

Knowledge of:

- General public and business administration practice.
- Governmental functions and of organization.
- Principles and practices of the functional areas germane to the specialized positions.

Ability to:

- Gather and analyze data.
- Identify problems and central issues.
- Reason logically.
- Perform and document research in dealing with administrative issues.
- Read and interpret operating procedures and regulations.
- Recommend and implement change.
- Speak and write effectively.
- Establish and maintain effective working relationships.
- Work independently; and accept increasing responsibility.

Staff Services Analyst II (General)(Personnel)(Staff Development)(Fiscal)(Program Analysis)(Data Processing)

Knowledge of:

- Same as Staff Services Analyst I; and principles and practices of supervision.
- General principles of public administration.
- Principles and practices of the functional areas germane to the specialized positions.

Ability to:

- Same as Staff Services Analyst I; and provide leadership over task forces and/or less experienced staff.

Staff Services Specialist (Personnel)(Staff Development)(Fiscal)(Data Processing)

Knowledge of:

- Same as Staff services Analyst II.

Ability to:

- Same as Staff Services Analyst II; and independently plan, organize, and carry out a department-wide program in the assigned staff services specialty area.

Staff Services Manager I (General)(Personnel)(Staff Development)

Ability to:

- Plan, assign, and supervise the work of others.
- Develop and achieve program goals.
- Assume total responsibility to staff support program area in a medium to large department or for Administrative services in a small department.

- Supervise a subordinate staff of analysts.

Staff Services Manager II (General)

Ability to:

- Same as Staff Services Manager I; and in addition, assume total responsibility for administrative services in a large agency; and supervises staff through subordinate supervisors.

MINIMUM QUALIFICATIONS

Staff Services Analyst I (General)

Education and Experience:

Either I

One year of experience equivalent to:

- A) Social Services: Supervising Clerk I, Eligibility Worker III, or Social Worker III in the Interagency Merit System
- B) Child Support: Child Support Specialist III in the Interagency Merit System.

Or II

Equivalent to graduation from college. (Supervisory experience or experience providing program management recommendations may be substituted for the required education on a year-for-year basis.)

Staff Services Analyst II (General) (Personnel) (Staff Development) (Fiscal) (Program Analysis) (Data Processing)

Education and Experience:

Either I

One year of experience in the Interagency Merit System performing duties comparable to Staff Services Analyst I.

Or II

One year of experience performing management, personnel, fiscal, staff development, or data processing analysis work, including the preparation of recommendations and reports.

And

Equivalent to graduation from college. (Supervisory experience or experience providing program management recommendations may be substituted for the required education on a year-for-year basis up to four years.

Staff Services Specialist (Personnel) (Staff Development) (Fiscal) (Data Processing)

Education and Experience:

Either I

One year of experience in the Interagency Merit System performing duties comparable to Staff Services Analyst II.

Or II

Two years of increasingly responsible analytical experience in staff services such as management, personnel, fiscal, staff development, or data processing analysis work, including the preparation of recommendations and reports.

Staff Services Manager I (General) (Personnel) (Staff Development) (Fiscal) (Program Analysis) (Data Processing)

Education and Experience:

Either I

One year of experience in the Interagency Merit System performing duties comparable to Staff Services Analyst II.

Or II

Two years of increasingly responsible analytical experience in staff services such as management, personnel, fiscal, staff development, or data processing analysis work, including the preparation of recommendation and reports.

Staff Services Manager II (General)

Experience:

Either I

One year of experience in the Interagency Merit System performing duties comparable to Staff Services Manager I.

Or II

One year of supervisory experience over a staff services function such as management, personnel, fiscal, staff development, or data processing analysis.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.