

CALIFORNIA HORSE RACING BOARD

JOB OPPORTUNITY FOR

BUSINESS SERVICE OFFICER I (SPECIALIST)



Visit our Website at www.chrb.ca.gov

LOCATION:	Sacramento	FILE BY:	Until Filled
TENURE/TIMEBASE:	Permanent/Full time	SALARY*:	\$3,658.00 – \$4,446.00
MAY CONSIDER:	Business Service Assistant (Spec), Range C	SALARY*:	\$3,050.00 - \$3,708.00

REQUIRED INFORMATION:

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) to:

ATTN: WENDY MATSUDA
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA 95825

MAKE SURE YOU ENTER **JOB OPPORTUNITY – Business Service Officer I (Spec) - 395-500-4720-001** in the title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

Under the supervision of the Chief of Administration (SSM II), the incumbent will serve as the lead for day-to-day functions of the Business Services Unit, which includes directing the work of clerical staff ; overseeing equipment, commodity and service procurements; maintaining property and equipment record keeping; coordinating telecommunication services and procurements; coordinating space management; managing state vehicle activities; and generally maintaining the business services needs of the department. The incumbent independently performs technical and analytical business services tasks while exercising discretion and independence.

DESIRABLE QUALIFICATIONS:

- Good writing skills
- Ability to direct the work of others with tact and diplomacy
- Strong computer skills in the MS office programs such as Excel, Word and Outlook
- Ability to work independently or as a team member
- Ability to reason logically and creatively
- Ability to manage priorities under strict deadlines
- Dependable, reliable, punctual and organized
- Possession of strong work ethic
- Excellent communication and presentation skills
- Ability to adapt to change

ADDITIONAL INFORMATION:

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony, or any gambling-related offense, therefore, all employees are subject to a background check.

You are eligible to apply if you are currently in the Business Service Officer I (Spec) or Business Service Assistant (Spec), Range C classification; on the State Restriction of Appointment (SROA) list for the same or a comparable classification; a surplus employee in the same or comparable classification; have reinstatement eligibility to the same or comparable classification; or in a classification comparable and transferable. Those on a list for Business Service Officer I (Spec) or Business Service Assistant (Spec) must provide a copy of the test results for consideration.

* The salary above does not reflect the salary reduction equal to one day's pay that is currently in progress through June 2013.

Questions regarding the duties of the position may be directed to Wendy Voss at (916) 263-6045.

CALIFORNIA STATE GOVERNMENT*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are
1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

CALIFORNIA HORSE RACING BOARD
BUSINESS SERVICES OFFICER I (SPEC)
DUTY STATEMENT

Under the supervision of the Chief of Administration (SSM II), the incumbent will serve as the lead for day-to-day functions of the Business Services Unit, which includes directing the work of clerical staff responsible for support of office services functions. The incumbent independently performs technical and analytical business services tasks while exercising discretion and independence. Duties include but not limited to the following:

<u>% of Time</u>	<u>Duties</u>
45%	<p><u>BUSINESS SERVICES</u></p> <p>Equipment and commodities: Oversees the definition, verification, evaluation and justification of commodity purchases, assuring procurements conform to specifications; determine and coordinate equipment installations, warranties and maintenance services; resolve agency and vendor problems and complaints; prepare annual reports relating to recycled products, small businesses and disabled business activities.</p> <p>Property record keeping: Oversees the maintenance of statewide property record keeping system; determine disposition of surplus property; perform physical inventory and reconcile property records.</p> <p>Telecommunications: coordinate installations and changes to telephone lines and calling cards; monitor billing statements; reconcile discrepancies; coordinate changes to staff cellular service and other telecommunication devices.</p> <p>Space management: review and analyze space needs; coordinate office moves, changes or closures; report building maintenance concerns to property management.</p> <p>State vehicles: manage vehicle fleet and provide liaison with Office of Fleet Administration.</p> <p>Assists with Evaluations of Office Services Unit (OSU) employee performance reports/appraisals; and trains new OSU staff.</p>
35%	<p><u>CONTRACT SERVICES</u></p> <p>Contract maintenance: Prepares agency service contract agreements, amendments and estimations; negotiate contract alternatives for the benefit of vendor and/or department; prepare and evaluate maintenance services; develop and implement bid solicitations and contract awards.</p>
20%	<p><u>OFFICE SERVICES</u></p> <p>Oversee the requisition of office supplies; mail distribution; maintenance of central file system; typing and photocopying staff support; forms management and records management; copying, collating and distribution of Board and Committee meeting package materials.</p>