



**CITY OF SACRAMENTO**  
 Department of Human Resources  
 915 I Street, Historic City Hall  
 Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 Program Specialist (Human Resources)**

*An Equal Opportunity Employer*

**SALARY**

\$40.23 - \$52.78 Hourly    \$3,218.20 - \$4,222.56 Biweekly

**ISSUE DATE:** 10/12/18

**FINAL FILING DATE:** 11/09/18

**THE POSITION**

Under general direction the Program Specialist plans, directs, and supervises all of the activities of a major department or Citywide program or project with moderate visibility and impact; conducts studies and makes recommendations; monitors program compliance; represents the department in contacts with media, internal and external agencies, and organizations.

**IDEAL CANDIDATE STATEMENT**

The City of Sacramento's Human Resources Department is seeking their next Program Specialist! The ideal candidate will be a Human Resources professional experienced in project management; writing and coordinating the implementation of policies and procedures; coordinating Human Resources activities with other departments; preparing and maintaining a variety of statistical records; and developing and implementing strategic plans.

**DISTINGUISHING CHARACTERISTICS**

This advanced journey level class in the professional series is populated with multiple incumbents. The Program Specialist is distinguished from the next lower class of Program Analyst in that the Program Specialist manages multiple programs or moderately visible programs with greater department or Citywide impact. This class is distinguished from the next higher classification of Program Manager in that the Manager is responsible for administration and management of programs and projects with high visibility and substantial Citywide impact.

This class is distinguished from the class of Administrative Officer in that the latter is responsible for all internal administrative functions for a department.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by a department or division head. Some assignments require responsibility for direct or indirect supervision of lower level professional, technical, and clerical personnel. Some positions function as internal consultants and require coordination among multiple divisions in a department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, coordinates, and administers, a project or program with department or Citywide impact; supervises, trains and evaluates the work of professional, technical and clerical staff.
- Confers with department heads, division managers, members of professional staff, and other officials concerning the administrative needs and requirements related to the

program or project; represents the program in contacts with news media, business and civic organizations, other City departments, and various outside public and private agencies.

- Interprets new policies, procedures, and regulations, and develops new or amended programs or projects as need dictates, monitors program objectives to assure compliance with State and administrative regulations and program guidelines.
- Conducts studies and surveys, performs research and analysis and prepares recommendations for department management; monitors and evaluates program effectiveness and outcomes; creates and implements program policies and procedures; develops guidelines, forms and related documents.
- Reviews grant opportunities; compiles and analyzes information for preparation of grants, contracts and agreements; negotiates terms; implements, monitors and prepares reports on conduct and performance of grants.
- Identifies program, project or system enhancements; selects and coordinates installation of new and revised programs and systems.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public administration and governmental finance, budgeting, and accounting.
- Procurement methods.
- Research techniques, methods and procedures.
- Methods and practices of modern office management.
- Principles and practices of program management and administration.
- Technical report writing.
- Methods of analysis.
- Principles and practices of supervision.

### **Skill in:**

- Managing multiple tasks and deadlines.
- Customer service, including dealing with people under stress, and problem solving.
- Use of computers, computer applications, and software.

### **Ability to:**

- Effectively plan, develop, and implement a comprehensive program with a broad scope and high degree of complexity.
- Supervise and direct professional, technical, and clerical staff.

- Analyze fiscal problems and make sound policy and procedural recommendations.
- Make effective presentations to public officials, committees, and outside agencies.
- Establish and maintain effective working relationships with employees and the general public.
- Prepare technical and analytic reports.
- Communicate effectively, orally and in writing.
- Make program or project changes based on analysis of results, new legislation, or departmental changes.
- Meet multiple deadlines.

## **EXPERIENCE AND EDUCATION**

### **Experience:**

Four years of progressively responsible professional-level administrative experience.

**-AND-**

### **Education:**

A Bachelor's Degree from an accredited four-year college or university with major coursework in business or public administration or a closely related field.

*Note: It is highly desirable the required years of professional-level experience be attained in a governmental jurisdiction.*

### **Substitution:**

Additional qualifying experience may substitute for the required education on a year for year basis.

## **PROOF OF EDUCATION**

Proof of education such as college transcripts and degrees must be submitted to the City of Sacramento Employment Office in person, as an attachment(s) to the online application, faxed to (916) 596-1556, or emailed to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org) by the final filing deadline. If submitting in person or via fax/email, please include your name and **Recruitment #001799-18-HR** on your documents. Unofficial documents and/or copies are acceptable. **Important note: Applications will be rejected without proof of education.**

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. This evaluation must be submitted before you will be considered for any positions.

## **SPECIAL QUALIFICATIONS**

### **Driver License:**

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

## **THE SELECTION PROCEDURE**

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the [governmentjobs.com](http://governmentjobs.com) applicant inbox.

**1. Application:** (Pass/Fail) – All applicants must complete and submit online a City of Sacramento employment application to the Employment Office:

Employment applications must be submitted online; paper applications will not be accepted.

Employment applications will be considered incomplete and will be disqualified:

If applicants do not list current and past job-related experience in the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**

If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.

Proof of required education and/or degree equivalency must be submitted online with your application, emailed to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org), delivered in person, or sent to the Employment Office by fax or mail by the final filing deadline.

**2. Supplemental Questionnaire:** (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire:

Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.

Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.

A resume will not substitute for the information required in the supplemental questionnaire.

Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process.

**3. Screening Committee:** (Pass/Fail)– Human Resources will evaluate employment applications for the minimum qualifications stated on the job announcement.

**4. Interview Process:** Human Resources will forward qualified applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process. The Director will review the results, if necessary conduct additional interviews, and forward the recommendation to the City Manager's Office for final action.

**5. Conditional Hire:** Upon receipt of a conditional offer, the selected candidate must complete LiveScan / fingerprinting and receive Human Resources approval prior to receiving a start date from the Department.

## **QUESTIONS:**

For questions concerning this job announcement and the application process:

Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.

For technical support between 6 AM - 5 PM PT, contact Live Applicant Support at (855) 524-5627.

Visit the City of Sacramento Human Resources Department website

at <http://www.cityofsacramento.org/HR/Career-Opportunities>;

Send an email to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org);

Call the Human Resources Department at (916) 808-5726; or

Visit the Human Resources Department at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall  
Sacramento, CA 95814-2604

EXAM #001799-18-HR  
PROGRAM SPECIALIST (HUMAN RESOURCES)  
VB

## Program Specialist (Human Resources) Supplemental Questionnaire

- \* 1. **APPLICATION:** I understand that the experience I list in the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**  
 Yes
- \* 2. **I understand that I must submit** proof of education to the City of Sacramento Employment Office by the final filing deadline. You may attach documents electronically; e-mail them to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org); mail/deliver hard copies to the Employment Office; or fax them with a cover sheet that contains your name, the exam number and title, and number of documents being sent. The fax number is (916) 596-1556.  
 Yes
- \* 3. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)  
 Yes     No
- \* 4. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)
- \* 5. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing this Supplemental Questionnaire or in place of completing the "Education" and "Work Experience" sections of the employment application. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. **I understand and agree to the above instructions.**  
 Yes
- \* 6. Describe your experience writing policies and procedures. Additionally, describe any human resources policies that you developed and wrote - what were the policies, what was your process and the considerations involved, who were the stakeholders, and how were the policies implemented?
- \* 7. Describe your experience providing guidance to customers as it relates to human resources practices and compliance requirements.

- \* 8. Describe your experience and/or knowledge of human resources practices, civil service rules, and personnel management. Describe how you have used this experience and/or knowledge to provide feedback to stakeholders in the development of organizational policies.
  
- \* 9. Describe a large-scale project you led: What was the scope? What was your planning process? Who was involved? What kind of research did you conduct, if any? What were the outcome and impact?
  
- \* Required Question