



ORANGE COUNTY
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555

<http://www.ocgov.com/hr>

INVITES APPLICATIONS FOR THE POSITION OF:

Staff Specialist

SALARY

\$23.94 - \$32.02 Hourly \$1,915.20 - \$2,561.60 Biweekly \$4,149.60 - \$5,550.13 Monthly
\$49,795.20 - \$66,601.60 Annually

ISSUE DATE: 07/26/16

FINAL FILING DATE: 08/09/16

THE POSITION



STAFF SPECIALIST

(Agency Promotional)

The Sheriff's Department will accept on-line applications through Tuesday, August 9, 2016.

Only employees of the Orange County Sheriff-Coroner Department who meet the minimum qualifications will be considered.

This recruitment is being held to establish an agency promotional eligible list to fill current and future Staff Specialist vacancies within the Orange County Sheriff's Department. The eligible list established may also be utilized to fill positions at a lower classification within the same occupational series.

RECRUITMENT/POSITION INFORMATION

The Opportunity

A Staff Specialist performs a variety of analytically related duties in support of one or more agency/department programs. **The Staff Specialist classification functions in a broad range of assignments in various divisions within the Orange County Sheriff's Department.**

The Ideal Candidate

In addition to the minimum qualifications, the ideal candidate will have extensive experience in the following key competencies:

- Strong communication and presentation skills
- Strong writing and research skills
- Outstanding organizational and coordination skills
- Ability to work effectively and independently in a technical organization
- Ability to analyze data, draw conclusions and make recommendations
- Ability to develop spreadsheets, written reports, and other formal documents
- Prior supervisory experience is preferred for some assignments
- Ability to interpret, apply and explain complex policies, procedures, and/or other technical subject matter

- Adapt to changing priorities

Examples of Duties

Program /project activities: Reviews, evaluates and summarizes in writing the evaluation of data; analyzes problems in context of available information and program constraints; writes full reports regarding approach, data gathering, analysis, problem identification, alternatives and recommend solutions. Interpret and comply with County, State, Federal and other government regulations.

Please click [here for a job description of Staff Specialist](#)

MINIMUM QUALIFICATIONS

Experience/Education:

- Three years of experience which would demonstrate the knowledge and abilities listed below.
- Successful completion of an accredited college or university with courses used in government programs (including, but not limited to, information systems, business or public administration, etc.) may be substituted for the experience requirement on the basis of three semester units or equivalent equaling three months of experience.

Knowledge of:

- Techniques used for gathering, compiling, analyzing and presenting information verbally and in writing with appropriate recommendations
- Correct English usage for administrative writing requirements and oral presentations
- Basic principles of mathematics including percentages, means, medians and other elementary statistical measures.
- Techniques needed to organize and present information discussed in policy and technical meetings in professionally prepared meetings.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Ability to:

- Communicate effectively in English both orally and in writing; summarize data, prepare, present recommendations, compose narratives for reports.
- Establish and maintain cooperative working relationships with peers, supervisors, managers law enforcement, vendors and public.
- Generate enthusiasm and motivate others to act in support of a program's objectives. Think logically and organize thoughts and work priorities to accomplish work efficiently
- Work independently with minimal supervision.

PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS

The County of Orange is committed to providing a means for applicants who may have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities, which are customarily required to perform the essential job functions of this position. Applicants are encouraged to contact the recruiter listed for any questions or to request an accommodation during the testing/selection process.

Physical Requirements:

Vision sufficient to read standard text, read a computer screen; ability to speak and hear well enough to communicate clearly and understandably in person and over the phone; independent body mobility to stand, walk, stoop, bend to access a standard office environment and to sit for prolonged periods up to 90 minutes; manual dexterity to perform repetitive motion for various duties such as keyboarding, writing, filing, stapling, using a calculator and to drive; body strength sufficient to lift and carry files and/or boxes up to 25 pounds. Emotional stamina and resilience to maintain effective working relationships while under pressure of deadlines.

Environmental Requirements:

Must be able to withstand pressures, demands, expectations, strict time frames, and working with technical personnel in a changing environment with competing deadlines.

Human Resources | Minimum Qualifications

Sheriff Human Resources screens all applications to identify the most qualified candidates for the position based on the skills required to meet the needs of the Department. After the initial screening, the qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.

SELECTION PROCEDURES

Applications must emphasize all the areas in which the applicant has expertise and accomplishments in the specific competencies related to the position.

Application Appraisal Panel | Application Rating (Refer/Non-Refer): An Application Appraisal Panel (AAP) of job knowledge experts will thoroughly screen all application materials and rate for job knowledge, competencies and related experience described above. The more qualified candidates will be referred to the next step. *(The information you provide will be used as a scoring device, so please be descriptive in your response. "See Resume" is not a qualifying response and will not be scored in lieu of the required information.)*

Qualification Appraisal Panel | Oral Interview (Weighted 100%): Candidates will be interviewed and rated by a qualification appraisal panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidates' qualifications for the job. Only the most successful candidates will be placed on the eligible list. *(The panel of job knowledge experts is not granted access to the candidate's application prior to the panel interview; therefore, a candidate's responses to the structured questions should be thorough, detailed and complete.)*

Based on the Department's needs, the selection procedures listed above may be modified. All candidates will be notified of any changes in the selection procedure.

ELIGIBLE LIST

After all procedures have been completed, Sheriff Human Resources will establish a promotional eligible list of qualified candidates.

HOW TO APPLY

Only on-line applications will be accepted at www.ocgov.com/jobs. Resumes will not be accepted in lieu of on line applications. Application information must be current, succinct and related to the requirements in this job announcement. Please note that email is the primary form of notification during the recruitment process. Please ensure your correct email address is on your application and only use one email account.

ADDITIONAL INFORMATION**EMAIL NOTIFICATION:**

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY ASKED QUESTIONS:

Click [here](#) for additional Frequently Asked Questions.

For specific information pertaining to this recruitment, contact Nereida Gutierrez at 714-834-5845 or via email at ngutierrez@ocsd.org.

EEO INFORMATION

**Orange County, as an equal employment opportunity employer,
encourages applicants from diverse backgrounds to apply.**



APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #8543GE-0716-060-(AP)

STAFF SPECIALIST

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Staff Specialist Supplemental Questionnaire

- * 1. This recruitment is open to Orange County Sheriff Employees only. Are you a current Sheriff employee?
☐ Yes ☐ No
- * 2. Describe your computer experience using various applications to input, retrieve and manipulate data, prepare reports, presentations, and memos. Include the programs you have used, your level of proficiency, and a description of what you produced.
- * 3. Describe your experience interpreting and applying regulations, policies, procedures, and/or other technical subject matter, such as memorandums of understanding, contracts, technical blueprint rendering, and grant requirements, etc.
- * 4. Please describe your experience in evaluating and analyzing data and information, in drawing conclusions and making recommendations.
- * 5. Describe your experience exercising discretion and maintaining confidential and/or sensitive information.
- * 6. Describe your experience working with all levels of staff, both within and outside of the Department.
- * 7. Describe your experience in a supervisory role, and list examples of your previous supervisory position(s). Explain the nature of the position(s), what your tasks and duties were and the number of people you supervised.
- * 8. Please select the areas in which you have knowledge, education and experience.
☐ Human Resources
☐ Accounting / Finance / Budget

- ☐ Procurement
- ☐ Contracts
- ☐ Grants
- ☐ Records Management
- ☐ Facilities Management
- ☐ Fleet Management
- ☐ Radio/Telecommunications Services Support
- ☐ Systems / IT
- ☐ Other
- ☐ None

- * 9. Please describe your knowledge education, and/or experience in **each of the area(s)** you indicated above as it relates to the Staff Specialist position. If you selected other, please include here. Be specific and include your employer, job title, and length of time in the position.

* Required Question

