



CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE  
 Scott Kerby, Site Superintendent (A)  
 3044 Horace Street  
 Riverside, CA 92506

## California Department of Education Job Announcement

**Position:** Staff Services Analyst  
**Area:** Personnel  
**Tenure:** Limited Term (12 mos.)  
**Time Base:** Full-Time  
**Salary:** Range A - \$2,945 - \$3,690  
 Range B - \$3,189 - \$3,992  
 Range C - \$3,824 - \$4,788

**General Duties:** Under the supervision of the Staff Services Manager II (Personnel Manager), the Staff Services Analyst performs personnel functions for the staff at the California School for the Deaf, Riverside including, but not limited to: Progressive Supervision/Discipline and Management Inquiries, responds to personnel inquiries; works in collaboration with CDE Headquarters regarding employee performance issues, labor issue and CSDR Health and Safety management matters, including coordination of Health and Safety Committee. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

**Knowledge of:** General personnel management policies and procedures, memorandums of understanding and provisions of the bargaining unit agreements and the grievance process.

**Ability to:** Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records.

**Special Personal Characteristic:** Ability to work well under pressure, meet deadlines, have good organizational skills and work well with others.

**Who May Apply:** Individuals who have eligibility for appointment to the above class (e.g., transfer, reinstatement). All applicants must clearly indicate the basis of their eligibility in the "Explanations" box on the State Application (Form 678). Applications will be screened and only the most qualified will be interviewed. Employment provisions as outlined by the Department of Personnel Administration State Restriction of Appointments (SROA) policy will prevail. In addition, current or future executive orders relative to filling vacant positions may also affect this process.

**Conditions of Employment:** Fingerprints and tuberculosis test will be required.

**How to Apply:** *Submit a State Application (Form 678) to:*  
**California School for the Deaf, Riverside**  
**Attn: Deanna Ybarbo, Staff Services Analyst**  
**3044 Horace Street**  
**Riverside, CA 92506**  
**(951) 248-7700 ext. 1116 Voice**

**Applications must be received in the Personnel Office or postmarked by: August 14, 2015**

**Telephones: Voice-951/248-7700 ext. 1116**