

SAN DIEGO CITY CIVIL SERVICE COMMISSION
TRANSFER OPPORTUNITIES
OPEN ONLY TO CURRENT CITY OF SAN DIEGO EMPLOYEES

June 26, 2009

If you are interested in any of these opportunities and feel that you meet the minimum qualifications, call the Contact person no later than the date shown. Remember, the appointing authority is not obligated to interview everyone on the transfer list and may choose not to select from the transfer list at all.

Generally, to be eligible for transfer, you must:

1. Meet the minimum qualifications for the classification.
2. Be in a class for which E step is paid the same as or more than E step of the class to which a transfer is desired.
3. Have satisfactory performance in your current position.

The requirements for a transfer are found in Personnel Manual Index Code E-7.

PUBLIC INFORMATION CLERK

MONTHLY SALARY: \$2,633 - \$3,171

CLERICAL ASSISTANT II (*Underfill*)

MONTHLY SALARY: \$2,503 - \$3,016

FIRST DATE TO APPLY: 06-26-09

LAST DATE TO APPLY: 07-09-09

LOCATION: Real Estate Assets Department, 1200 Third Ave, Suite 1700, San Diego, CA 92101 (Downtown)

VACANCY INFO: The Real Estate Assets Department has one permanent fulltime Public Information Clerk position for hire. Work hours will be 8:00 a.m.-5:00 p.m., Monday –Friday.

DUTIES: The Support Services Division is seeking a Public Information Clerk. This position provides information to the public, Real Estate Assets staff and other City staff, about City-owned property. The public information clerk uses ArcView to create maps of City-owned property and other maps as needed. This position is also responsible for preparing documents for scanning into the lease and property files, assisting with reception duties, entering information into computer databases, and using Excel to track information. The Public Information Clerk also prepares records for transfer to the City Clerk's archives, retrieves files from archives, and processes acquisition and sales paperwork. The candidate needs to have good customer services skills, be detail-oriented, flexible, and willing to take on assignments as requested. Candidates with varied computer skills would be preferred.

QUALIFICATIONS: The ideal candidate will have the following skills/abilities: Work well with minimum supervision; Excellent communication skills; Excellent customer service skills; Excellent organizational skills; knowledge of various computer programs; Enjoy working as part of a team; be flexible.

CONTACT: Please submit a letter of interest and a one-or two-page resume outlining your relevant experience and training to Peggy Martinez, FAX: (619) 533-4522, or mail to MS# 51A, 1200 Third Avenue, Suite 1700, San Diego, CA 92101 **by 5:00 p.m., July 9, 2009. NO PHONE CALLS PLEASE.** All resumes will be reviewed and the most qualified candidates will be invited to participate in the interview process.

To be interviewed for any position on this Transfer Opportunities Notice, you must be on the appropriate Personnel Department Transfer List. If you are NOT currently on the transfer list (submit a Personnel Action Request Form to Personnel prior to the last date to apply indicated above).

PAYROLL AUDIT SPECIALIST I
MONTHLY SALARY: \$3167 - \$3823

PAYROLL SPECIALIST II (*Underfill*)
MONTHLY SALARY: \$2894 – \$3494

PAYROLL SPECIALIST I (*Underfill*)
MONTHLY SALARY: \$2767 – \$3331

FIRST DATE TO APPLY: 06-26-09

LAST DATE TO APPLY: 07-07-09

LOCATION: PERSONNEL DEPARTMENT, 1200 3RD Ave #300, San Diego, CA 92101

VACANCY INFO: The Personnel Department currently has one permanent, full-time Payroll Audit Specialist I position for hire. (May be underfilled by a Payroll Specialist II or Payroll Specialist I) The position is located at 1200 Third Ave Suite 300. Work Hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

DUTIES: Verifies the accuracy and completeness of a wide variety of Personnel and payroll forms, documents, and related materials submitted by City departments; approves, rejects, and adds personnel and time reporting transactions in compliance with Civil Service rules and policies and City payroll-related policies and regulations; monitors a variety of leave programs; interprets and applies complex policies in determining probation periods, merit increases, and annual leave and award dates; maintains master employment pay records and performs related work.

QUALIFICATIONS: The successful candidate must have excellent communication, customer service, and organizational skills. Experience working with CAPPs and other standard systems on the City's mainframe and use of computer software such as Microsoft word and excel is highly desirable.

CONTACT: If you wish to be considered for this position please submit a letter of interest and resume to Laura Colvin, MS 51P or 1200 Third Ave Suite 300 **by 5:00 p. m. Tuesday, July 7, 2009**, no phone calls please. All resumes will be screened and only the most qualified applicants will be invited to participate in the interview process.