



## JOB OPPORTUNITY BULLETIN

Staff Services Manager II (Supervisory)

341-210-4801-901

\$5,830 - \$7,245

The California Earthquake Authority's Communication and External Affairs (Comms) Department is seeking applications for a Staff Services Manager II. We are located in the Renaissance Tower 801 K Street Suite 1000, Sacramento California, with access to all mass transit.

The incumbent is responsible for developing and managing business-to-business marketing services for CEA's Communications & External Affairs Department (Department); serves as the relationship manager with marketing liaisons representing CEA's participating insurance companies; fulfills roles of "stakeholder" and "product owner" in an agile marketing environment; manage full-time professional employees; and leads respective programming coordination with CEA's Departments of Finance, Operations, and Legal, as appropriate. In addition, the incumbent is responsible for serving as a partner in managing the Department's budget and procurement. The incumbent also serves as a significant contributor to managing the Department's business-to-consumer marketing services.

### **Additional Desirable Qualifications:**

- Working with / for an insurance company
- Working with / for a marketing firm
- Developing / implementing strategic programming
- Managing professional training / education
- Managing a Call Center
- Managing personnel

**Who May Apply:** Employees currently in the classification, those who have transfer eligibility to this classification or have certification list eligibility for appointment. Applications will be screened and only the most qualified candidates will be interviewed. Electronically submitted or faxed applications will not be accepted as original signature is required.

Filing date: Until filled. Submit a state application (form 678) and résumé to:

California Earthquake Authority  
Administrative Services Unit, RPA 16-20  
801 K Street Suite 1000  
Sacramento CA 95814  
(916) 661-5555

Questions about the application process may be directed to Ivory Mitchell, at (916) 661-5555 or [imitchell@calquake.com](mailto:imitchell@calquake.com).

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."