

OFFICE SERVICES SUPERVISOR I (GENERAL/TYPING)

**JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: January 27 - 29, 2016

Collective Bargaining Identification: U04

Job Analysis Conducted By: Salvador Jose, Selection Analyst
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Number of Incumbents: There are 17 incumbents in Office Services Supervisor I (General) classification and 1167 incumbents in the Office Services Supervisor I (Typing) per the State Controller's Office Filled/Vacant Position Report dated February 1, 2016.