

**OFFICE SERVICES MANAGER I
JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: January 6-9, 2009

Collective Bargaining Identification: R04

Job Analysis Conducted By: Vicki Rhodes, Associate Personnel Analyst
Office of Workforce Planning and Selection

Number of Incumbents: There are 12 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated January 2009