

PERSONNEL OFFICER I

This is beginning level professional officer work. It involves responsibility for standard personnel services of limited scope and complexity.

I. DIFFICULTY OF WORK:

Complexity of Assigned Work - Work is professional, but routine and restricted in complexity when compared to assignments of higher level officers. Work primarily involves maintaining skeleton personnel services and reacting to periodic needs of a stable agency. A few procedural and policy decisions are required. Work is narrow in scope and routine due to the small and limited size of the work force which consists of small groups of professional and supportive classes.

Nature of Guidelines - There are numerous official personnel rules and procedures available which are used to make most decisions. Judgment is generally limited to evaluating ordinary personnel transactions, problems, or situations and making decisions on them by using established guidelines. Occasional analytical work is required, but decisions can be logically and readily made.

II. RESPONSIBILITY:

Impact of Work - Responds to routine daily needs involving regular and systematic decisions. Performs standard personnel functions of recruitment and interviewing, maintenance of position classification and pay administration, and, as necessary, employee relations, orientation, and benefits.

Work Controls and Supervision Received - Specific instruction is received on new personnel assignments. Usually new personnel programs or functions are developed in response to new State or Federal policies. Most personnel actions are reviewed at the State level for accuracy and adherence to established guidelines.

Responsibility for Others - Supervision is usually limited to one or more clerical employees in records maintenance and processing.

III. PERSONAL RELATIONSHIPS:

Work is primarily with the agency head and agency employees and occasionally with State Personnel officials and with potential applicants. Contacts involve a cooperative work relationship in giving and receiving factual information about the work.

IV. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Ability to exercise judgment and discretion in applying and interpreting official personnel rules and procedures; to design and install office forms and procedures and to supervise the processing and maintenance of personnel forms and records; and to meet and deal effectively with superiors, employees, and job applicants and the general public. Considerable knowledge of the organizational structure and programs of the agency to which assigned; some knowledge of basic personnel principles and practices; knowledge of human behavior and group dynamics from a personnel standpoint and their effects on work assignments and performance, agency objectives, and employee-employer relations.

Minimum Training and Experience Requirements - Graduation from a four year college or university and two years of personnel experience in a technical or administrative capacity involving the application and interpretation of personnel policies, and the development of proposed procedures for implementation of approved policies preferably with experience with a variety of personnel programs such as position management, employee relations, recruitment; or, an equivalent combination of training and experience.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.