

## PERSONNEL OFFICER II

This is independent and journeyman level officer work. It involves administering and modifying existing personnel services and activities.

### I. DIFFICULTY OF WORK:

Complexity of Assigned Work - Assignments involve recurring and moderately complex personnel duties in administering and modifying personnel services and activities for agencies having occasional growth and change in structure and programs. Work involves daily procedural and policy decisions. Work is moderate in scope and complexity due to size, nature, and makeup of the agency's work force.

Nature of Guidelines - Numerous, well-established Federal and State personnel, guidelines are generally available and can be used in most cases. Judgment is occasionally required in analyzing and resolving unusual personnel problems by using standard-guidelines and routine personnel principles to fit facts and conditions.

### II. RESPONSIBILITY:

Impact of Work - Some contribution is made in adjusting to periodic agency personnel needs. Most decisions are regular and systematic. Occasionally non-routine decisions are made in modifying or expanding personnel services. Administers well-established functions of recruitment, position classification, records management, and policy administration; and as required, employee relations, orientation, and benefits activities.

Work Control and Supervision Received - In some cases general instructions are received stating purposes and desired results of new personnel assignments. Occasionally existing personnel functions, services, and policies are modified to meet agency needs or State and Federal guidelines. Personnel transactions are reviewed at the State level for accuracy and consistency to established rules and policies.

Responsibility for Others - Employees usually supervise one or more analysts, technicians, and clerical workers.

### III. PERSONAL RELATIONSHIPS:

Works occasionally with the agency head and professional and technical applicants; works regularly with various program supervisors within the agency and with specific personnel supervisors and analysts at the State or departmental level. Contacts are for explanation, interpretation of personnel assignments and departmental policy from the agency head. It involves giving, receiving, or requesting factual personnel information and maintaining coordination between agency programs supervisors and with appropriate State level personnel officials.

IV. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Ability to assign work and supervise subordinates in performing basic personnel duties; to exercise judgment and discretion in applying and interpreting numerous official personnel rules and procedures; and to meet and deal effectively with superiors, associates, agency employees, job applicants, and the general public. Considerable knowledge of the organizational structure and programs of the agency to which assigned; general knowledge of basic personnel principles and practices; and 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 three years of personnel experience in a specialist or administrative capacity involving the development of proposed policies and implementation procedures, and the application and interpretation of personnel policies in 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 positions 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.