

PERSONNEL OFFICER III

This is advanced and specialized officer work. It involves planning, modifying, and administering personnel programs which are usually broad and well developed.

I. DIFFICULTY OF WORK:

Complexity of Assigned Work - Work is relatively complex requiring short-range planning, modification, and administration of personnel programs and services for agencies usually having frequent growth and change in structure and programs. Work is moderate in scope and complexity based on moderate size, nature, and make-up of work force.

Nature of Guidelines - Numerous, well-established personnel guidelines are generally applicable to require considerable interpretation, adaptation, and may not always be relevant to some personnel problems. Judgment is frequently required in interpreting and applying guidelines and occasionally in adapting established methods or procedures where existing guidelines do not fit situations.

II. RESPONSIBILITY:

Impact of Work - Some contribution is made in administering and developing complete personnel programs and services to meet agency short-range needs. It involves both regular-systematic and non-routine decisions which have some effect on employees and agency programs. It requires managing regular personnel programs and services and planning and developing supportive programs of training, affirmative action, employee relations, and communications components.

Work Controls and Supervision Received - Purpose and desired results of personnel programs are indicated. Unusual problems, deviations from guidelines, or practices are discussed with agency head or higher-level personnel officials at the employee's discretion. Individual case actions, recurring work, including some variety and departure from standards, may or may not be reviewed. Generally work is only reviewed for soundness of judgment and technical accuracy.

Responsibility for Others - Usually supervises a small staff of analysts, technicians, and clerical workers.

III. PERSONAL RELATIONSHIPS:

Work requires occasional contact with the agency head, with training, wage and hour, and other technical specialists outside the agency. Frequent contact is required with own personnel staff, with the agency's program managers, and with various State level budget and modified personnel policies or programs, or for interpreting or requesting information to maintain control and coordination with agency program managers and with State and federal officials.

IV. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Ability to organize and supervise the work of subordinates in performing basic personnel services; to plan and develop new or modified personnel programs and services; to exercise judgment and discretion in applying and interpreting State and federal personnel guidelines and the ability to establish concurrent and supplementary departmental personnel policies and procedures; and to meet and deal effectively with superiors, associates, departmental employees, and the general public. Thorough knowledge of personnel principles and practices; general knowledge of human behavior human relations, and group dynamics from a personnel standpoint and their effects on work assignments and performance, agency objectives, and employee-employer relations; of federal and State personnel and labor laws and regulations.

Minimum Training and Experience Requirements - Graduation from a four year college or university and four 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.