

PERSONNEL SPECIALIST II

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional public personnel administration work.

Employees in this class perform moderately complex duties in one or more functional areas of the profession independently on an ongoing basis and participate in the more complex professional duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Conducts job analysis on a variety of technical and labor and trades positions to obtain an assessment of job content; participates in work sessions with job knowledge experts to assess, select and document tests items or criteria; participates in developing written and performance tests; participates in the development of oral interview examinations and supplemental application forms; and assists more experienced staff in conducting criterion-related validity studies and administering assessment center programs.

Analyzes positions and other classification data and makes appropriate classification and pay allocations; reviews requests for creation of new classes of positions, reassignment of pay ranges, amendments to class standards and recommends appropriate action; participates in the conduct and disposition of classification appeals; conducts position audits; reviews requests for pay adjustment and recommends appropriate action.

Participates in instructing and presenting training workshops for government employees; selects and utilizes teaching aids; learns and applies the teaching methodology of a variety of training packages; compiles statistical and narrative reports and evaluates effectiveness of training given to employees; coordinates local or federally sponsored training programs; monitors assigned federally or locally supported training and development programs.

Evaluates job applications for a wide variety of job announcements for eligibility determination and certification; participates in developing sources of recruitment and writes materials publicizing job openings; reviews status of eligible lists, availability of applicants and other recruitment factors and recommends improved procedures and techniques to enhance recruitment efforts.

Responds to inquiries regarding the application of personnel laws, rules, regulations, policies and procedures.

Conducts studies and analyses directed toward improving the personnel programs and merit system.

Maintains records and prepares technical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of public personnel administration.

Knowledge of the principles, practices and techniques of position classification and salary administration, as required.

Knowledge of the principles, theory and practices of test validation and personnel selection procedures, as required.

Knowledge of the principles, practices and techniques of employee training and development, as required.

Knowledge of recruitment principles, practices and techniques with particular reference to eligibility determination, rating and certification, as required.

Ability to apply, interpret, and make decisions in accordance with personnel laws, rules and regulations, policies and other appropriate guidelines.

Ability to gather and analyze facts and provide technical recommendations.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience as a Personnel Specialist I or equivalent work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science, or related fields; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.


NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Establish: July, 1980

Amended: July, 1982

Pay Range: 27



RONALD B. AGUON, Acting
Executive Director,
Civil Service Commission