

**9306**  
**PERSONNEL SPECIALIST, ASSOCIATE**

**Nature of Work**

Under moderate supervision, performs professional personnel work in any one or more of the designated areas in the Division of Highways. Analyzes information in order to determine appropriate procedures to use in the processing of a variety of personnel transactions. This class is also used as the beginning or entry level of the professional personnel class series. Performs related work as required.

**Distinguishing Characteristics**

Work at this level is characterized by limited scope and moderate complexity and may include the application of established standards, guidelines, rules and regulations, with little latitude to vary methods and procedures.

**Examples of Work**

Evaluates job applicants' education and work experience in relation to established standards for admission to examinations and/or to compute applicants' scores on unassembled examinations.

Reviews proposed personnel actions for conformity to budget amounts, personnel policies and merit system rules and regulations; assures timely processing of personnel transactions.

Drafts revisions of personnel policy and procedures manuals and employee handbook.

May testify in grievance hearings.

Conducts limited special projects in a variety of personnel areas requiring the collection of technical or confidential information and the writing of comprehensive reports.

Composes correspondence, job announcements, informational pamphlets, forms and work reports.

Manages specialized recruitment efforts for hard-to-fill positions; develops resources for identifying qualified applicants; serves as a source of referral of job applicants to the user agencies.

Investigates employee complaints or grievances; records facts and impressions of events; makes recommendations to employee and management on resolution of grievances.

Develops basic training courses and course evaluation techniques for staff and user agencies' employees; instructs groups of employees in a variety of subjects and procedures.

Uses any of a number of accepted job analysis methods to compile specific information on the duties, responsibilities and requirements of jobs in state government.

Identifies job class categories and writes class specifications, including classification and/or selection standards, based on job analysis results.

Makes recommendations on the allocation of positions to classes and may recommend basic staffing patterns.

Collects and computes wage and fringe benefit data and assists in developing salary schedules and compensation plans.

Develops and validates a variety of types of employment examinations based on job analysis information and in accordance with legal and professional standards.

Via telephone, correspondence or personal contact informs applicants of job requirements, opportunities and benefits; explains rules, regulations, and procedures; answers questions; advises applicants of appropriate course(s) of action.

Participates in formal and informal training to develop the knowledge and abilities required for the class, and for career growth and opportunity.

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**PERSONNEL SPECIALIST, ASSOCIATE (cont'd)**

**Knowledge, Skills and Abilities**

Knowledge and understanding of the principles of the area of assignment.

Knowledge of basic statistical data, research methods, and techniques for organizing and presenting data.

Skill in the application of basic analytical techniques to job analysis and validation studies.

Ability to follow established rules, regulations, standards, and guidelines, with accuracy and in a timely fashion.

Ability to collect, analyze and summarize data and prepare written reports.

Ability to communicate effectively, both orally and in writing.

Ability to independently carry out assignments sometimes of a complex and confidential nature.

Ability to interact with co-workers, public officials and the general public to establish and maintain effective working relations.

**Minimum Qualifications**

**Training:** Graduation from a regionally accredited college or university.

**Substitution:** Full-time or equivalent part-time paid experience in professional or paraprofessional personnel work in one of the areas of assignment, or in responsible clerical work processing applications, registers, or other personnel actions which require familiarity with merit system rules and regulations and personnel policies and procedures may substitute on a year-for-year basis for the required training.

**OR**

Any combination of experience as described above and successful completion of college coursework from a regionally accredited college or university may, through an established formula, be substituted for the above training on a year-for-year basis.

**Promotional Only:** Two (2) years of full-time or equivalent part-time paid experience as a Personnel Assistant.

**Note:** A valid West Virginia driver's license may be required.

Established: 09/19/1990

Revised: 08/03/2018

Effective: 08/03/2018