

9310
PERSONNEL SPECIALIST

Nature of Work

Under general supervision, performs professional personnel work in any one or more of the designated areas in the Division of Highways. Work requires the use of specific acquired knowledge and analytical techniques in a variety of job assignments. Performs related work as required.

Distinguishing Characteristics

The work is characterized by its complexity with broad discretion and strict accountability for results. Full responsibility is delegated for planning, organizing, and completing assignments within established procedural framework and time constraints.

Examples of Work

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.

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 employment examinations based on job analysis information and in accordance with legal and professional standards.

Informs employees and/or job applicants, via telephone, correspondence, or personal contact, information concerning requirements, benefits, career opportunities, rules and regulations; advises appropriate course(s) of action or refers questions to appropriate area.

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

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

Conducts 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.

Visits state offices in a designated region to review personnel procedures, conduct training, investigate complaints and advise managers and supervisors on personnel procedures.

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.

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 represent the Division in grievance hearings, or other governmental/public events.

Researches and writes informative articles on topics of interest for statewide publications.

Reviews and edits policy statements for conformance to established guidelines, regulations, laws.

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

May assign and review the work of others.

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PERSONNEL SPECIALIST (cont'd)

Knowledge, Skills and Abilities

Knowledge of the principles and practices of personnel administration.

Knowledge of the merit system rules and regulations, policies and procedures.

Knowledge of the organization and functions of state government and of occupations commonly found in the public sector.

Knowledge of the federal and state laws, rules and regulations on equal employment opportunity and affirmative action.

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

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

Skill in interviewing techniques.

Ability to manage the activities involved in assigned projects.

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.

Ability to assign and review the work of others.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

Substitution: Full-time or equivalent part-time paid professional experience in personnel work, or in responsible technical 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.

Experience: One (1) year of full-time or equivalent part-time paid professional personnel experience.

Substitution: Graduate coursework from a regionally accredited college or university may substitute for the required experience on a year-for-year basis.

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

Established: 09/19/1990

Revised: 05/12/1997; 07/26/2013; 08/03/2018

Effective: 08/03/2018