

9315
PERSONNEL SPECIALIST, SENIOR

Nature of Work

Under general supervision, performs advanced level professional personnel work in one or more of the designated areas of the Division of Highways. Requires a high degree of technical knowledge and analytical skill and the ability to organize complex work in a project or team setting where accountability is assigned for meeting timetables for major projects in the functional area. The work involves the completion of more difficult, sensitive or controversial assignments in the functional area. Performs related work as required.

Distinguishing Characteristics

Work at this level is characterized by project and team leader responsibility or by personnel generalist responsibility in a liaison role with a department. The work is usually of considerable difficulty and complexity. May independently plan, organize and coordinate projects and studies.

Examples of Work

Trains subordinate and newly appointed specialists in all aspects of successful completion of work assignments.

Acts as team leader in successful completion of projects in the area of assignment.

Leads job analysis projects for a variety of occupations; develops questionnaires and procedures for conducting desk audits, interviews, and data collection techniques; writes or directs the writing of reports or class specifications; recommends major staffing patterns in user agencies.

Develops or oversees the development of a variety of examinations; directs appropriate research and the writing of test items and the conducting of validation studies.

Develops or oversees the development of training and experience rating devices; directs the evaluation of applicant training and experience to determine if minimum requirements are met; resolves more difficult ratings and applicant complaints.

Develops or oversees the development of recruiting programs for system-wide use including scheduled campus recruitment and the establishment of permanent contacts with specialized training programs; assists agencies in more difficult recruitment problems.

Develops or oversees the development of specialized training courses; instructs groups of employees in a variety of subjects; instructs subordinate specialists in the use of equipment and development of courses.

Advises agencies in the application of grievance proceedings; resolves more difficult, sensitive, or controversial grievances.

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

Acts as lead worker/consultant to subordinate and newly appointed specialists; may act as unit liaison between specialist and unit manager.

Directs an established specialty program such as equal employment opportunity, or affirmative action.

Serves as a contact with the merit system and other state and federal agencies on matters relating to the specialty program.

Knowledge, Skills and Abilities

Knowledge of the principles and practices of personnel administration.

Knowledge of the organization and function of state government.

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

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PERSONNEL SPECIALIST, SENIOR (cont'd)

Knowledge, Skills and Abilities (cont'd)

- Knowledge of the characteristics of a variety of occupational groups.
- Knowledge of the merit system rules and regulations.
- Knowledge of federal and state personnel laws relating to the area of assignment.
- Skill in interviewing techniques and in giving and receiving information through personal contact.
- Skill in writing comprehensive technical reports in the area of assignment.
- Skill in the development and application of analytical techniques to complex job analysis and validation studies.
- Ability to train and direct the work of subordinate personnel specialists.
- Ability to lead and organize the work and assigned personnel in the successful and timely completion of projects.
- Ability to tactfully deal with a variety of individuals under varying circumstances.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain effective working relationships with employees, public officials, and the general public.
- Ability to maintain confidentiality and use discretion in all facets of work.

Minimum Qualifications

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

Substitution: Full-time or equivalent part-time experience in professional personnel work, 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

Successful completion of college coursework from a regionally accredited college or university may substitute through an established formula, for the required training.

Experience: Four (4) years of full-time or equivalent part-time paid professional personnel experience in one or more of the areas of assignment.

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

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

Established: 09/19/1990

Revised: 10/16/1990; 07/26/2013; 08/03/2018

Effective: 08/03/2018