



PERSONNEL OFFICER II

CHARACTERISTICS OF WORK:

This is administrative work carrying out all phases of personnel work in an agency or department. Incumbents are required to exercise considerable independent judgment, as to detailed procedures, in carrying out personnel policies, rules and regulations. The work includes liaison duties between various divisions, departments and units of an agency regarding classification of eligible applicants for appointments, promotion, transfer or other personnel transactions. The work also involves maintaining personnel records, such as individual personnel files, records of personnel actions, time and attendance reports, and certificates with the State Retirement System and advising on various personnel matters. Work assignments are received from higher administrative officials. Supervision may be exercised over a small staff of clerical employees.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Personnel Management, Public Administration, or a related field;

AND

Experience:

One (1) year of experience in work related to the described examples, with demonstrated experience in employee benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training functions.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Personnel Management, Public Administration, or a related field;

AND

Experience:

Two (2) years of experience in work related to the described examples, with demonstrated experience in employee benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training functions.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Six (6) years of experience in work related to the described examples, with demonstrated experience in employee benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training functions.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the demonstrated experience required.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to walk; stand; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Personnel and Human Resources: Possesses knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations, and federal, state, and local employment regulations.

Is responsible for an agency or department's personnel management program, including staff recruitment and placement, classification and compensation, compliance, employee evaluation and other personnel services as needed. Interprets personnel policies, rules, and regulations. Assists in the administration of reports on Equal Employment Opportunity Program.

Planning and Evaluating: Sets priorities and determines resource requirements; determines goals and strategies to achieve them; coordinates with agencies or parts of the agency to accomplish goals; monitors progress and evaluates outcomes.

Maintains a current classification and compensation plan for agency or department positions.

Organizational Ability: Possesses the ability and willingness to organize and utilize resources to achieve results.

Organizes and maintains personnel records/files. Organizes resources in an effective manner needed to provide services to agency personnel directors and directors.

Support Services: Possesses the ability and willingness to assist others by organizing, coordinating, and preparing information and services.

Assists others in compiling data and preparing reports for studies or summaries.

Establishing and Maintaining Interpersonal Relationships: Develops constructive and cooperative working relationships with others and maintains them over time.

Consults with and provides assistance to administrators and their staff on problems of general personnel administration. Assists with the induction and orientation of new employees. Participates in liaison duties between various divisions, departments, and/or units.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supervises the maintenance of department's personnel records.
2. Administers division, department or agency's personnel policies in such areas as recruitment, selection, promotion, classification, compensation, performance appraisal, manpower and/or grievances.
3. Assists in the administration of reports for the Equal Employment Opportunity Program.
4. Researches and prepares special reports or other information.
5. Assists in processing personnel transactions.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Supervises the maintenance of department or agency personnel records.

Supervises the administration of an agency or department's personnel program in carrying out the rules, regulations and policies under which it operates.

Consults with administrative superior on technical personnel administration matters.

Interprets laws, rules, and regulations to department appointing officers and employees, involving problems of classification, pay, layoffs, suspensions, dismissals, leave, reinstatements and reemployment.

May screen applications and evaluate qualifications.

Advises employees on possibilities of promotion and transfers, available training courses, and grievance adjustments.

Makes recommendations concerning staffing, training, temporary appointments, salary increases, employee grievances, and other personnel matters.

Assists in the administration of reports on Equal Employment Opportunity Program.

May exercise limited supervision over a small number of clerical personnel.

Maintains liaison with other departments and/or outside entities.

Conducts wage surveys.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.