

## PERSONNEL SPECIALIST I

NATURE OF WORK IN THIS CLASS:

This is routine professional public personnel administration work.

Employee in this class perform routine duties in one or more program functional areas of the profession independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

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 position classification and pay studies; interviews employees, supervisors and administrative officials regarding positions under study; makes preliminary classification and pay allocations; recommends amendments to established class standards and drafts new class standards.

Participates in the conduct of job analysis to assess the job content of positions and the content validity of existing written tests; participates in developing written and performance tests; compiles numerical data and calculates the mean and standard deviation.

Participates in instructing and presenting training workshops; assists in preparing and developing training materials and teaching aids; participates in coordinating federal or local training programs; assists in conducting training needs assessment surveys.

Reviews job applications and rates candidates' training and experience for a large variety of job announcements; writes materials publicizing job openings and assists in developing sources of recruitment.

Reviews complaints regarding alleged unfair employment practices or violations of rules, laws and regulations, and prepares reports of investigation.

Responds to inquiries regarding the application of personnel laws, rules, regulations, and other guidelines.

Maintains records and prepares technical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods and techniques of personnel administration.

Ability to learn and apply the principles, techniques and practices of assigned specialty area such as test construction and validation, position classification and pay administration, employee training and development, recruitment.

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

Ability to gather and analyze facts and information and draw valid conclusions.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical reports.

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

MINIMUM EXPERIENCE AND TRAINING:

(a) Graduation from a recognized college or university with a Bachelor's degree in public or business administration, behavioral or social 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.

Established: July 1980

Amended: July 1982

Pay Range: 23

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