

PERSONNEL SPECIALIST III

NATURE OF WORK IN THIS CLASS:

This is complex professional public personnel administration work.

Employee in this class perform the full range of complex professional duties in one or more functional specialty areas of the profession and may supervise a program having small to moderately large employee coverage.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Selects the proper test methodology to apply to a specific position classification; prepares proper documentation of test procedures; develops job-related selection devices such as written tests, performance tests, oral interview tests, assessment centers, and supplemental application forms which provide job-related rating guidelines; utilizes a variety of statistical tables to formulate interpretations on such items as cut-off scores, degrees of freedom, the significance of correlation coefficients, and the practical significance of written tests; orientates and guides less experienced staff on more complex validation and research studies.

Conducts classification and pay studies covering a large variety of jobs; investigates classification appeals; participates in the collection and analyses of pay rates, fringe benefits and other factors affecting compensation and recommends rates of pay; drafts new or amended class standards; conducts training and orientation to employees and supervisors on classification concepts, policies and procedures; recommends new techniques and procedures to enhance program effectiveness; reviews a variety of requests for pay adjustments for technical soundness and conformance with governing guidelines and recommends appropriate action.

Answers inquiries of employees and the public concerning job announcements and rating procedures; develops guidelines for evaluating and crediting education and experience in accordance with established class standards; reviews and recommends establishment or changes to existing rating standards; confers with agency heads/supervisors regarding personnel needs and problems; evaluates a large variety of job applications for eligibility determination and certification; performs recruiting assignments, including writing material publicizing job openings and planning and assisting in developing sources of recruitment; plans and conducts studies and analyses directed toward improving the quality of recruitment programs and methods; prepares manuals and procedures.

Conducts training workshops for government employees covering a wide variety of subject areas; develops subject-matter outlines, lesson plans and training aids; makes recommendation as to the character and quality of training given by training instructors; recommends the adjustments or modifications in training strategy or procedures to new or existing training packages; conducts needs assessment survey and recommends training plans accordingly; evaluates training programs and makes appropriate recommendations to enhance program effectiveness.

Conducts investigations on alleged violations of personnel laws and regulations, grievances, and appeals; and reports findings, conclusions, and recommendations.

Orientates and guides less experienced staff as assigned.

May supervise the work of others.

Prepares technical reports and position papers.

Performs related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods and practices of public personnel administration.

Knowledge of the theory, principles and practices of test validation and personnel selection procedures, as required.

Knowledge of the principles and practices of position classification and salary administration, as required.

Knowledge of the principles, practices and techniques of employee training and development, as required.

Knowledge of recruitment principles and practices for public employment with particular reference to eligibility determination, rating, and certification, as required.

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 recommend appropriate action or solutions to personnel management problems.

Ability to supervise the work of others may be required.

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) Two years of specialized experience as a Personnel Specialist II or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral 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: 32



RONALD B. AGUON, Acting
Executive Director
Civil Service Commission