

PERSONNEL SPECIALIST IV

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and professional public personnel administration work.

Employees in this class supervise and perform the full range of complex professional duties in one or more specialized program areas of the profession.

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.)

Supervises the development and improvement of a wide variety of selection methodologies such as job analysis, content validity, criterion-related validity, assessment center and unassembled examination; evaluates and recommends the proper procedure for the formulation of interpretation of such items as cut-off scores, degree of freedom, the significance of correlation coefficients, and the practical significance of written tests; recommends approval in the selection of the proper test methodology to apply to a specific position classification; guides the conduct of the proper documentation of test procedures.

Supervises and conducts classification and pay studies involving a large variety of jobs; supervises the review and disposition of classification and pay appeals; coordinates and participates in the collection and analysis of pay rates, fringe benefits and other factors affecting compensation and recommends rates of pay for a large variety of jobs; conducts training and orientation to employees and supervisors on position classification concepts, policies and practices; formulates and recommends improved program procedures and techniques; plans and implements position maintenance reviews; supervises the review and disposition of a variety of requests for pay adjustments.

Supervises and conducts a variety of training workshops for government employees; plans and coordinates schedules of training courses; reviews contracts made with instructors and consultants in order to satisfy program guidelines; formulates new training proposals for government programs or training packages; directs training needs assessment surveys and evaluation studies for program effectiveness.

Supervises a recruitment program servicing the non-autonomous departments and agencies; answers inquiries of employees and the public concerning employment matters; develops rating schedules, procedures, and guidelines for the evaluation of training and experience in accordance with established class standards; confers with agency heads/supervisors regarding personnel needs and problems; evaluates job applications for a variety of job announcements for eligibility determination and certification; performs recruiting assignments which include writing materials publicizing job openings, and planning and developing sources of recruitment; plans and conducts studies and analyses directed toward improving the effectiveness of recruitment programs and methods.

Meets with agency heads to evaluate personnel needs and problems; conducts research studies; formulates procedures and technical recommendations of major scope and impact.

Maintains records and writes complex technical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

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

Ability to supervise the work of others.

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

Ability to gather, analyze, draw valid conclusions and recommend appropriate action from facts and information.

Ability to evaluate program effectiveness and recommend changes in techniques, procedures and practices to enhance effectiveness.

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) Four years of specialized experience in public personnel administration work, including one year as a Personnel Specialist III 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.

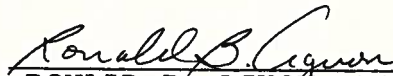
NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: July, 1980

Amended: July, 1982

Pay Range: 36



RONALD B. AGUON, ACTING
Executive Director
Civil Service Commission