

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32301
Job Class Code:	360	Salary Schedule:	AREG
EEO Category:	06	Grade:	11
Workers Comp Code:	8810		

Job Code Established:	03/22/86	Effective Date:	03/22/86
Job Code Revised:	10/01/97	Effective Date:	

JOB CODE SERIES: Personnel Management Series

JOB CODE TITLE: PERSONNEL ASSISTANT I

HRIS TITLE: PERSONNEL ASST I

CHARACTERISTICS OF THE CLASS: Typically reports to a Unit, Facility, or Agency Supervisor. Has the authority to exercise limited judgment in processing personnel actions according to rules and procedures; to make limited decisions regarding record maintenance. Decisions are made in accordance with clearly defined guidelines, procedures, and precedents. Serves as a technical resource for one or more program areas of personnel operations. Provides quality control and processes input to the personnel data system. Work product consists of accurate and timely completion of personnel action processing; accurate and efficient maintenance of agency personnel records; proficient response to a wide variety of personnel inquiries. Responsible for quality of information-giving regarding personnel practices, rules, and procedures; for quality of personnel record maintenance; for responsiveness to personnel inquiries.

EXAMPLES OF DUTIES: Verifies and processes personnel actions to ensure conformance with rules and procedures. Answers routine questions or refers complex questions, regarding personnel practices, rules and procedures. Answers inquiries on work performance of former employees and credit inquiries on current employees. Provides basic maintenance of a variety of agency personnel records. Responds to inquiries concerning employment opportunities. provides clerical support to the recruiting, screening, and interviewing process. May operate word processing equipment or other automated office equipment for data storage and retrieval. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: relevant personnel rules and procedures sufficient to process personnel actions; proper basic maintenance of a variety of agency personnel records; appropriate procedures to answer inquiries on work performance of former employees and credit inquiries on current employees; employment opportunities sufficient to correspond or converse with applicants; recruiting, screening and interviewing of personnel sufficient to provide support services with these functions.

Ability to: apply personnel rules and procedures to a variety of personnel situations; answer a wide variety of personnel-related inquiries with efficiency and tact; provide clerical support to the recruitment, screening and interviewing process.