

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV32302</b>
<b>Job Class Code:</b>	<b>360</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>06</b>	<b>Grade:</b>	<b>14</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>03/22/89</b>	<b>Effective Date:</b>	<b>03/22/86</b>
<b>Job Code Revised:</b>	<b>10/01/97</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Personnel Management Series

**JOB CODE TITLE:** PERSONNEL ASSISTANT II

**HRIS TITLE:** PERSONNEL ASST II

**CHARACTERISTICS OF THE CLASS:** Typically reports to a Unit, Facility, or Agency Supervisor. Has the authority to exercise judgment in processing personnel actions; to make decisions regarding training program scheduling; to exercise judgment in screening or interviewing applicants. Applies established guidelines, procedures or precedents to varying situations. Serves as a technical resource regarding personnel operations for multiple personnel program areas or agencies; provides quality control on and processes input to the personnel data system. Work product consists of accurate and timely completion of personnel action processing; timely and accurate information given; proficient human resource survey assistance; proficient assistance in recruiting, screening, and interviewing personnel; proficient scheduling of and participation in personnel training programs. Responsible for quality of information-given regarding personnel practices, rules, and procedures; for quality of personnel record maintenance; for the provision of proficient human resource survey assistance; for the smooth operation of personnel training program.

**EXAMPLES OF DUTIES:** Verifies and processes personnel actions to ensure conformance with rules and procedures. Answers complex questions regarding personnel practices, rules and procedures. Answers inquiries on work performance of former employees and credit inquiries on current employees. Collects, tabulates, and analyzes (according to established format) data for a variety of human resource surveys and reports. Administers various selection devices including written and performance tests. Collects and assembles materials, schedules and participated in personnel specific training sessions. Drafts or reviews operating procedures to implement new or revised polices for work unit or division. Maintains a wide variety of personnel records. Responds to inquiries concerning employment opportunities. May assist in recruiting, screening, and interviewing applicants. May provide assistance in writing job descriptions. 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:** personnel rules and procedures and personnel action processing sufficient to answer a wide variety of complex personnel inquiries; personnel selection devices including written and performance tests sufficient to administer such devices; recruiting, screening and interviewing; data collection, tabulation and analysis for a variety of human resource surveys and reports; personnel training programs including scheduling and direct participation.

**Ability to:** apply personnel rules and procedures to a variety of routine and complex personnel situations; respond to personnel inquiries with accuracy and tact; administer various selection devices including written and performance tests; provide recruitment, screening, and interviewing assistance; collect, tabulate and analyze survey data; communicate verbally and in writing.