

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NE</b>	<b>Job Code:</b>	<b>ACV32304</b>
<b>Job Class Code:</b>	<b>360</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>03/22/89</b>	<b>Effective Date:</b>	<b>03/22/859</b>
<b>Job Code Revised:</b>	<b>02/21/05</b>	<b>Effective Date:</b>	<b>07/02/04</b>

**JOB CODE SERIES:** Personnel Management Series

**JOB CODE TITLE:** PERSONNEL TECHNICIAN I

**HRIS TITLE:** PERSONNEL TECH I

**CHARACTERISTICS OF THE CLASS:** Under close supervision of a Unit or Agency Supervisor, performs entry level para-professional personnel work in classification, compensation, staffing, benefits or general personnel management within an agency or central human resources office. This is an entry level tech position and is assigned less difficult assignments than the Personnel Technician II. Applies established guidelines, procedures or precedents to varying situations. Serves as a technical resource regarding personnel operations; provides quality control on and processes input to the personnel data system.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Verifies and processes personnel actions to ensure conformance with rules and procedures. Answers questions concerning personnel practices, rules and procedures. Verifies current and past employment. Collects, tabulates, and prepares a variety of human resource surveys and reports. Under close supervision, administers various selection devices including written and performance tests. Schedules training sessions germane to personnel operations. Maintains a wide variety of personnel records. Responds to inquiries concerning employment opportunities. May assist in various human resources related activities, such as staffing, classification, compensation or benefits. Operates a computer and other automated office equipment. Performs related work as required.

**WORK CONDITIONS:** The work is generally performed in an office setting; may require extensive computer usage; may come in contact with irate, distraught and/or agitated employees/customers.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** basic personnel and procedures; personnel selection devices; recruiting, screening and interviewing techniques; data collection and tabulation; basic classification and employment processes; data processing.

**Skill in:** data processing; survey data collection and tabulation; administering various selection devices including written and performance tests; providing recruitment, screening, and interviewing assistance; verbal and written communications.

**Ability to:** learn, understand and apply state and federal laws, as well as, state and agency rules, procedures and policies; respond to a wide range of personnel inquiries and situations with accuracy and diplomacy.

**SPECIAL SELECTION FACTOR:** Some positions may require the use of a State vehicle, which requires the possession of a current valid Arizona Drivers License.