

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV73661</b>
<b>Job Class Code:</b>	<b>360</b>	<b>Salary Schedule:</b>	<b>ASRRHR</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>21</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/01</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Personnel Management Series

**JOB CODE TITLE:** PERSONNEL MANAGER I

**HRIS TITLE:** PERSONNEL MGR I

**CHARACTERISTICS OF THE CLASS:** Works under the general supervision of a manager and exercises some independent judgment within well-defined program parameters, policies and procedures. Approves or disapproves all work assignments completed within the work unit; makes recommendations for and implements policies and procedures used within the work unit; provides official interpretations of Personnel Rules for agency management. Supervises and directs the activities of a single assigned program area within the Division of Personnel; supervises the activities of subordinate staff assigned to the work unit; may supervise several smaller, less complex program areas. Allocations to this class may be made throughout all Sections of the Personnel Division. Work product consists of completed schedules of work assignments for subordinate professional and para-professional staff; completed classification, employment, employee relations, compensation and/or test development projects. Responsible for Timely and accurate completion of all projects assigned to the work unit; scheduling and prioritizing all assignments within the work unit.

**EXAMPLES OF DUTIES:** Devises a schedule of work or itinerary, agenda, or timetable for subordinates on a daily or weekly basis within a work unit. Devises a schedule or timetable for routine or special work projects, functions, or uses of facilities. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Confers with agency officials, staff members, and representative of other agencies to acquire information needed for immediate determinations or decisions.

**WORK CONDITIONS:** No unusual work conditions.

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

**Knowledge of:** currently accepted personnel management principles and practices applicable to assigned program area; organizational structuring practices, missions, goals and functions of State agencies; Federal laws and regulations and State statutes, agency policies and Personnel Rules applicable to the administration of personnel management programs; financial administration policies and procedures.

**Skill/Ability to:** work management and work leadership; analyzing and evaluating a wide variety of administrative data, such as job descriptions, applications, statistical analyses and various other records and reports; oral and written communications; interpersonal relations, as applied to

contacts with agency managers and directors, representatives of other governmental agencies, subordinate staff and the public.

**Experience and Education:** Typical ways to obtain the KSAs would be:

- Two years of experience as a Personnel Analyst II; OR
- one year of experience as a Personnel Analyst III; OR
- four years of experience in professional personnel work.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.