

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV73662
Job Class Code:	360	Salary Schedule:	AREG
EEO Category:	01	Grade:	22
Workers Comp Code:	8810		

Job Code Established:	10/08/78	Effective Date:	10/08/78
Job Code Revised:	10/09/91	Effective Date:	10/09/91

JOB CODE SERIES: Personnel Management Series

JOB CODE TITLE: PERSONNEL MANAGER II

HRIS TITLE: PERSONNEL MGR II

CHARACTERISTICS OF THE CLASS: Exercises independent judgment within established program parameters, policies and procedures. Has the authority to approve or disapprove all work assignments completed within assigned program area; develop and implement policies and procedures applicable to assigned program area; provide official interpretations of Personnel Rules applicable to assigned program area. Manages and directs the activities of a centralized program area; directly supervises subordinate technical specialists; provides overall program guidance and assistance to all State agency personnel staff and management. Responsible for Timely and accurate completion of all projects assigned to the work unit; scheduling and prioritizing the work activities of subordinate supervisory staff. Work product consists of completed schedules of projects for subordinate supervisory staff; completed projects; completed annual program goals; completed annual budget recommendations.

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. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Analyzes and evaluates work procedures, methods, and rules for a work unit; makes determinations and established these in practice. Directs, instructs, explains and counsels subordinate personnel who are supervisors or highly skilled technicians carrying out tasks requiring considerable judgment or creative effort. Conducts recruitment efforts by writing and arranging for publication of job announcements through journals or other publications. 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 representatives of other agencies to acquire information needed for immediate determinations or decisions. Confers with other practitioners and technical experts in own field of specialization, in order to broaden knowledge, acquire specific information or obtain advice or consultation. Devises a schedule or timetable for routine or special work projects, functions, or uses of facilities. As a planning device, gathers data on work load or service load over designated period then making adjustment, based on calculated estimates, projects same figures for future period. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: currently accepted personnel management principles and practices applicable to assigned program areas; 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 in: work management and work leadership; analyzing and evaluating a wide variety of technical and administrative data, such as statistical analyses, annual reports, financial reports 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:

- One year of experience as a Personnel Manager I; OR
- two years of supervisory professional personnel work experience.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.