

PERSONNEL OFFICER

NATURE OF WORK IN THIS CLASS:

This is complex professional and supervisory personnel management work.

Employees in this class are responsible for directing and coordinating the personnel programs of a large department/agency with the central personnel division of the Department of Administration.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

- ✓ Advises departmental officials on personnel needs and problems and makes recommendations regarding personnel planning, procedures, policies and actions and coordinates technical work for approval by the central personnel office.
- ✓ Advises employees on personnel laws, rules, regulations, fringe benefits and other related matters of interest to them.
- ✓ Formulates, recommends and implements appropriate personnel policies and procedures to ensure that the department makes adequate use of its human resources.
- ✓ Develops and conducts departmental orientation and other in-house training programs; develops employee manuals and other informational material; participates in grievance and related hearings and makes recommendations regarding them.
- ✓ Serves in the department's interview/selection committees, especially for the recruitment of administrative, professional, managerial and supervisory positions.
- ✓ Writes correspondences for the Director's signature on personnel matters for internal transmission, to other departments/agencies, to the Governor, or to off-island inquiries; prepares technical reports.

Supervises the maintenance of personnel files and records and the processing of requests for personnel action.

Maintains liaison with personnel officials in resolving agency problems, explaining needs, or in obtaining interpretations or authorizations.

Prepares the operating budget and justification for assigned program.
Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public personnel administration.

Ability to interpret and apply personnel laws, rules, regulations, policies and other program guidelines.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to gather, analyze, and interpret facts and recommend solutions to public personnel problems.

Ability to work effectively with the public and employees.

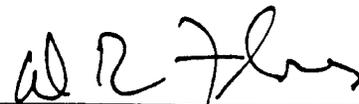
Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of professional experience in public personnel work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social science, or closely related field; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission