

PERSONNEL SERVICES ADMINISTRATOR
(AUTONOMOUS AGENCY)

NATURE OF WORK IN THIS CLASS:

This is administrative public personnel work involved in directing the personnel systems and programs of an autonomous department/agency.

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).

Administers the personnel systems and programs for an autonomous department/agency, including recruitment, examination and placement; test development; position classification and wage; training; employee grievance procedures; performance appraisal; employee-management relations; personnel records and related personnel services.

Evaluates operations and develops and modifies plans and procedures; confers with agency officials and employees regarding general and specific personnel needs and problems; develops and directs the implementation of approved personnel programs and procedures; recommends actions to resolve problems; participates in management decisions; prepares budget.

Promotes understanding of the objectives and methods of the merit systems among agency officials, employees and the general public.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public personnel administration and technical personnel work.

Knowledge of the principles and practices of public administration.

Ability to administer a public personnel services program.

Ability to develop and install methods and procedures for improving, maintaining, and facilitating personnel processes.

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

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in personnel laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to analyze and interpret personnel management data and devise solutions to public personnel problems.

Ability to work effectively with the public and employees.

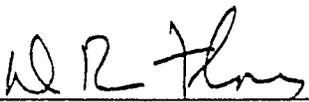
Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(a) Five years of professional public personnel experience, one year of supervisory experience 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