

PERSONNEL ASSISTANT I

NATURE OF WORK IN THIS CLASS:

This is routine technical support work in a personnel office.

Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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).

Processes personnel actions including recruitment, promotion, transfer, pay adjustment, salary increment and other personnel transactions.

Establishes eligibility lists and prepares certification of eligibles; schedules examinations.

Processes all new employees; provides basic information about the various employee benefits, such as group health, dental and life insurance; social security and retirement plan.

Compiles employment data and prepares periodic and special personnel reports as required.

Provides routine information about personnel rules and regulations, procedures and other routine matters to employees, management officials or the general public.

Administers written paper and pencil examinations; corrects test papers and computes raw score.

Maintains personnel records.

May perform incidental typing and clerical duties in the performance of assigned tasks.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices.

Ability to learn and apply personnel rules, regulations, procedures and program requirements.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

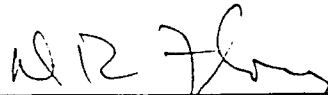
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of general clerical work involving public contact and graduation from high school; 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