

DESCRIPTION: Under limited supervision, provides program information, analyses, recommendations, and advice on personnel issues and decisions, State personnel rules and labor contracts, and State and federal laws; writes personnel related correspondence and drafts or revisions of agency personnel policies and operational manual; and/or coordinates and integrates assigned personnel program functions or processes. May supervise professional, technical level, and other employees; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second professional/supervisory classification level of the Personnel Officer/Manager class series. Positions at this level serve as the primary subject matter expert for one or more personnel areas applying in-depth knowledge of personnel principles and laws to complex, sensitive, and unprecedented issues, situations, or problems involving controversy or litigation for the entire employing agency; OR serve as a supervisor of assigned professional level and other employees within one or more personnel program functions or processes requiring independent interpretation and application of laws and regulations; OR serve as the primary coordinator of a significant portion of personnel program functions and associated processes in a geographic area. Technical direction or final approval typically is received from a higher-level personnel or management official within the employing agency or a State personnel or employee relations official. The higher-level agency official has final authority to determine personnel goals and policies and/or approve recommendations and proposals for the employing agency.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops, coordinates, and oversees the employing agency's overall employment services, operations and activities; recruits, interviews and screens applicants; proposes and applies criteria to use in selecting employees and makes referrals/recommendations to the hiring supervisor; trains managers and supervisors in interviewing techniques; writes ads for newspapers and contacts various employment/labor sources to locate applicants; develops and oversees external recruitment strategies.

Develops, coordinates, and oversees an employing agency's overall classification and compensation services, operations, and actions; obtains, reviews, and processes job descriptions or salary survey data for potential actions; discusses actions with supervisors and explains regulations to employees to ensure compliance with State personnel rules and labor contracts, agency-wide personnel policies and State personnel practices; participates in system-wide classification studies.

Develops, coordinates, and oversees an employing agency's overall employee/labor relations services, operations and activities; investigates problems, mediates conflicts, and advises senior management officials on disposition of grievances and disciplinary decisions and actions; collects and summarizes information and offers recommendations to managers and supervisors concerning topics and impact of outcomes of labor contract negotiations.

Develops, coordinates, and oversees an employing agency's overall performance evaluation program functions or processes, and associated policies and forms; explains objectives, answers questions, distributes material and assists in development of performance criteria; meets with supervisors and employees to resolve differences of opinion.

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Develops, coordinates, and oversees an employing agency's overall payroll and benefits program functions or processes (which includes workers compensation, unemployment insurance, and safety/health activities) to ensure compliance with labor contracts and administrative/personnel rules and confidentiality practices.

Develops, coordinates, and oversees the agency's equal employment opportunity and diversity program functions or processes, and related non-discrimination activities, records, and reports to ensure compliance and confidentiality; monitors and investigates any complaints filed and illegal actions alleged; recommends solutions and settlement options to others; evaluates data used in equal employment opportunity charge rebuttals.

Directs, trains, counsels, and evaluates assigned employees maintaining and handling various personnel documents and/or coordinating other personnel management related activities to improve their work performance, exchange information, explain work policies, and resolve work problems.

Advises and guides managers, supervisors, and senior administrators on personnel/employment laws, State personnel rules and labor contracts, State and agency grievance and disciplinary procedures, preparation of grievance responses; coordinates and attends grievance/disciplinary sessions; monitors the status of all potential and actual employee disciplinary actions and related reviews.

Develops, handles, and oversees new employees orientation processes; explains terms of State's insurance, leave, retirement, and other benefits, State personnel rules and labor contracts, and employing agency personnel policies; instructs supervisors and employees in these matters.

Develops and presents training to agency supervisors and employees on personnel, equal employment opportunity and diversity, and labor contract provisions and employee management relations topics; answers questions and explains interpretations of personnel/employment laws, State personnel rules and labor contracts.

Monitors staffing levels, prepares organizational charts, work activity and statistical reports; assesses workforce needs and requirements and personal services budget requests; monitors the personal services portion of the budget; maintains seniority lists and other applicable labor relations information.

Represents the agency at personnel conferences, task force meetings, administrative and other hearings, and informational seminars, and/or at various employee/personnel related activities, e.g., job safety/health and employee contribution or fund drive campaigns, and employee recognition/suggestion award events.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: personnel practices, procedures, and terminology; general personnel/employment laws including equal employment and related discriminatory laws and regulations; employee/job safety and health regulations and practices; employee training and development practices; recruitment, interviewing, and hiring practices; objectives, practices, and automated and manual processes used in personnel/payroll records maintenance and in ensuring confidentiality of information; personnel, payroll, and benefits practices; labor/employee-management relations terminology and practices; goals and requirements of records maintenance and confidentiality.

K17122 – PERSONNEL MANAGER I (continued)

Ability to: deal with others under stressful situations to address their problems; interview and evaluate applicants and employees; communicate with employees, supervisors and managers at all levels of the employing agency to exchange technical information, persuade them to accept courses of action, and explain the intent of decisions made; identify causes and analyze circumstances of human relations situations; read, comprehend, and interpret a variety of advisory data and information such as personnel policies, explanations, guidelines, laws and operational manuals; perform basic arithmetic operations and calculate proportions and decimals; use judgment to apply factual background and fundamental principles in developing approaches and techniques solving problems; exercise judgment, decisiveness, and creativity in dealing with situations involving the evaluation of information against sensory or judgmental criteria and involving the direction, control, and planning of an entire program function; identify staffing needs and patterns for work units being developed or realigned; write complete and accurate job descriptions while having limited knowledge of the job tasks; advise senior management officials, managers, and supervisors on administrative/legal options and constraints concerning personnel matters; mediate conflicts and propose solutions to employee conflicts to relieve potential grievances/litigation or morale problems; coordinate the investigation of grievances, disciplinary actions, complaints, inquiries, and the reporting of findings to management; implement decisions based on time, place, and sequence and oversee their execution; assist individuals in working out objectives, plans, and guidelines for the implementation of decisions; assign, supervise, and evaluate the work of assigned employees; learn State personnel rules and labor contracts; learn the mission, programs, functions, and structures of the employing agency; learn State payroll, budget, and accounting forms, procedures, and requirements.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, public administration, office/administrative management, or a related area, and one year of experience performing or coordinating personnel activities.

OR

Additional years of progressively responsible experience in personnel/human resource administration or a related area may substitute for the Bachelor's degree requirement on a year for year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).