NEW AUG 0 2 1977

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Personnel Officer 1	CODE: 64621C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision of higher-level personnel officer or administrator, business manager or other administrative superior, assists in doing or independently does preliminary recruitment, screening & recommendation of applicants for placement or selection (e.g., requests certification lists, prepares & distributes postings, prepares & places advertisements, interviews & explains policies, procedures & benefits, administers & scores in-house tests, checks references & makes law enforcement inquiries when required, notifies applicants of decision rendered), supervises &/or prepares & processes personnel forms & required reports (e.g., personnel actions, payroll & benefit forms, position descriptions, E.E.O. forms), completes &/or checks paperwork to ensure accuracy & conformance to civil service laws, rules & procedures, prepares payroll, directly supervises clerical or support staff performing above functions as assigned, counsels employees, answers questions & advises staff on personnel related matters, conducts informal orientation -PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	26-46	Assists in doing or independently does preliminary recruitment, screening & recommendation of applicants for placement or selection (e.g., requests certification lists, prepares & distributes postings, prepares & places advertisements, interviews & explains policies, procedures & benefits, administers & scores in-house tests, checks references & makes law enforcement inquiries when required schedules physical examinations, notifies applicants of decision rendered) & acts as liaison between agency & central office &/or Ohio Department of Administrative Services, Division of Personnel.	Knowledge of (1) public relations, (2) interviewing, (3) civil service laws, rules & regulations (i.e., chapter 124 of Ohio Revised Code & chapter 123 of Administrative Code), (4) agency personnel policies & procedures, (5) social insurance (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employee's retirement), (6) manpower planning*, (7) federal & state laws & rules governing fair employment practices (i.e., equal employment opportunity law), (8) personnel or industrial psychology (i.e., selection & placement, job &/or task analysis, development of criteria, measurement, test design)*, (9) technical writing, (10) effective oral communication; ability to (11) define problems, collect data, establish facts & draw valid conclusions, (12) calculate fractions, decimals & percentages, (13) interview job applicants effectively, (14) gather, collate & classify information *Developed after employment

(784)

123:1-7-17

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
May require travel. May require overnight travel.	4 mos. exp. as Personnel Aide, 64610, or 8 mos. personnel training &/or exp. in agency not part of Ohio's state or county government system, or 3 courses in public administration or management & human resources; or equivalent.

NEW AUG 0 ? 1987

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	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: sessions & edit interviews, investigates grievances & complaints & prepares reports of findings & assists higher-level staff with more complex personnel functions as assigned (e.g., labor relations activities, staff development & affirmative action planning);

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			about data, people or things, (15) handle sensitive inquiries from & contacts with officials & general public.
2	31-51	Supervises &/or prepares & processes personnel forms & required reports (e.g., personnel actions, payroll & benefit forms, position descriptions & transmittal forms, E.E.O. forms), completes &/or reviews paperwork to ensure accuracy & conformance to civil service laws, rules & procedures, maintains confidential records; prepares payrolls; reviews step & certification rosters & makes corrections; serves as lead worker (i.e., provides work direction & training) over clerical or support staff.	Knowledge of 3, 4*, 5, 7, (16) payroll processing*, (17) supervision*; ability to 11, 12, 14, 15, (18) proofread technical materials, recognize errors & make corrections.
3	8-18	Counsels employees, advises staff on personnel related matters, answers questions & resolves problems regarding civil service laws, rules & procedures & benefits; conducts informal orientation sessions & exit interviews; investigates complaints & grievances & prepares reports of findings; testifies at hearings as assigned.	Knowledge of 1, 2, 3, 4*, 5, 7, 9, 10; ability to 14, (19) prepare meaningful, concise & accurate reports, (20) develop good rapport with employees.
4	7-13	Assists higher-level personnel &/or administrative staff with more complex personnel functions (e.g., labor relations including disputes & contract negotiations, staff development & affirmative action planning); assists in organization & reorganization of positions & assignment of duties to positions & reviews proposed changes to ensure conformance with civil service laws, rules & regulations.	Knowledge of 1, 3, 4*, 6, 7, 8*, 10, (21) collective bargaining*, (22) labor management relations*, (23) human resources training & development*; ability to 11, 14, 15.

(785)

123.1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*