NEW AUG 0 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Personnel Officer 2	64622 C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from higher-level personnel officer or administrator, business administrator or other administrative superior, plans & coordinates one or more non-routine personnel sub-programs (i.e., recruitment, selection & placement; labor relations/collective bargaining; affirmative action; development & enforcement of internal personnel policies; staff development; employee suggestion award; employee benefits; classification & compensation; or combination thereof), interviews & screens applicants, acts as liaison between agency & central office &/or Ohio Department of Administrative Services, Division of Personnel in personnel matters (e.g., classification, job audits, certification, payroll processing, benefits) & prepares &/or supervises routine functions (e.g., preparation of position descriptions, personnel actions, payroll & benefit forms) reviews paperwork to ensure compliance to civil service laws, rules & procedures, provides technical advice to agency administrators on personnel matters & explains civil service laws & rules; may PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	37-57	Plans & coordinates one or more personnel sub-programs (i.e., recruitment, selection & placement; labor relations/collective bargaining; affirmative action; development & enforcement of internal personnel policies; staff development; employee suggestion award; employee benefits; classification & compensation; or combination thereof).	Knowledge of (1) civil service laws, rules & regulations (i.e., Chapter 124 of Ohio Revised Code & Chapter 123 of Administrative Code), (2) agency personnel policies & procedures*, (3) social insurance (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employee's retirement), (4) federal & state laws & rules governing fair employment practices (i.e., equal employment opportunity law), (5) personnel &/or industrial psychology (i.e., selection & placement, job &/or task analysis development of criteria, measurement, test design), (6) labor management relations, (7) collective bargaining, (8) human resources training & development, (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) prepare meaningful, concise & accurate reports, (14) gather, collate & classify in-

*Developed after employment

123:1-7-17 (786)

UNUSUAL WORKING CONDITIONS:
May require travel. May require overnight travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Completion of two-year technical program or undergraduate major program core coursework in public administration or management & human resources (or 2 yrs. exp. in public administration or personnel in agency which is not in Ohio's county or state government or university system); or 6 mos. exp. as Personnel Technician 1, 64611, or Personnel

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Personnel Officer 2	CODE: 64622C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION:
supervise personnel staff when assigned; Note: In some departments or institutions, affirmative action & labor relations programs may be separate from personnel.

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			formation about data, people or things, (15) handle sensitive inquiries from & contacts with officials & general public.
2	13-33	Recruits & screens applicants for placement or selection (e.g., requests certification lists, prepares & distributes postings, prepares & places advertisements, prepares & delivers speeches & conducts interviews at high schools & colleges & contacts placement officers), interviews & explains policies, procedures & benefits; administers & scores in-house tests, checks references & makes law enforcement inquiries when required; notifies applicants of decision rendered.	Knowledge of 1, 2*, 3, 4, 5, 9, 10, (16) interviewing, (17) public relations; ability to 11, 12, 13, 14, 15.
3	11-31	Acts as liaison between agency & central office &/or Ohio Department of Administrative Services, Division of Personnel on personnel matters (i.e., classification, job audits, certification, payroll processing, benefits) & provides technical advice to agency administrators (i.e., resolves problems regarding civil service laws & rules & personnel policies), advises & counsels employees on personnel related matters; conducts exit interviews & informal orientation sessions; investigates complaints & grievances & prepares report of findings & recommendation; testifies at hearings as assigned.	Knowledge of 1, 2*, 3, 4, 5, 6, 7, 8, 9, 10, 16, 17; ability to 11, 12, 13, 14, 15.

(787)

123-1-9-17

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MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Officer 1, 64621 (or 6 mos. comparable personnel experience in Ohio county or state agency or state-supported university); or equivalent.

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CLASS TITLE: Personnel Officer 2

MAJOR AGENCIES: County Offices, Universities

CODE: 64622C

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	4-14	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., personnel & clerical support employees in routine personnel functions); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of 1, 2*, (18) supervision; ability to 11, 12, 13, 14, 15.

(788)

123:1-7-17

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