NEW AUG 0 - 1987

| OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity* | CLASS TITLE: Personnel Officer 3 | CODE: 64623 C |
|---|---|---|
| | MAJOR AGENCIES: County Offices, Universities | JURISDICTION: Cnty., Univ. |

FUNCTION: Under administrative direction from personnel administrator or other administrative superior, functions as head of personnel in agency or institution having centralized operations & manages all personnel functions, or in large agency with decentralized personnel program (i.e., personnel activities are carried out at branch, district &/or regional offices &/or institutions &/or parks & paperwork from subsidiary locations are sent to central office of assigned agency to be checked & monitored prior to submission to Department of Administrative Services, Division of Personnel), acts as assistant to personnel administrator or business manager & plans & coordinates assigned sub-program areas, supervises lower-level personnel officers, training staff, E.E.O. officers &/or benefit coordinators in planning & coordinating sub-programs (i.e., recruitment, selection & placement, staff development, labor relations/collective bargaining, classification &/or compensation, employee suggestion awards, affirmative action, employee benefits), provides PERFORMS RELATED DUTIES AS REQUIRE

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 17-37 | Functions as head of personnel in agency or institution having centralized operations & manages all personnel functions (i.e., employee suggestion award, recruitment, selection & placement, staff development, labor relations, classification &/or compensation, affirmative action, employee benefits) & supervises lower-level personnel officers, training staff, EEO officers &/or benefit coordinators involved in planning & coordinating personnel sub-programs, or in large gaency with decentralized personnel program (i.e., personnel activities are carried out at branch, district &/or regional offices &/or institutions &/or parks & paperwork from subsidiary locations are sent to central office of assigned agency to be checked & monitored prior to submission to Department of Administrative Services, Division of Personnel), acts as assistant to personnel administrator or business manager & plans & coordinates assigned sub-program areas (e.g., recruitment, selection & placement, staff development, labor relations, employee suggestion awards, classification &/or compensation, affirmative action, employee benefits) & directly supervises lower-level personnel officers, training staff, EEO officers &/or benefit coordinators involved in planning & coordinating sub-program areas. | 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) supervision, (4) effective oral communication, (5) human resources training & development, (6) social insurance (e.g., workers' compensation, unemployment compensation, disability insurance, social security, public employee's retirement), (7) federal & state laws & rules governing fair employment practices, (8) personnel management &/or industrial psychology (i.e., selection & placement, job or task analysis, development of criteria, measurement, test design, organizational behavior), (9) labor management relations/collective bargaining, (10) interviewing, (11) technical writing; ability to (12) define problems, collect data, establish facts & draw valid conclusions, (13) calculate fractions, decimals & percentages, (14) gather, collate & classify information about data, people |

(789) 123:1-7-17

*Developed after employment

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 part of Ohio's county or state government or university system) & 6 mos. training &/or exp. in supervision or providing work direction & training to others, or 6 mos. exp. as Personnel Technician 2, 64612, or Personnel

NEW AUG 0 2 1987

| OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity* | CLASS TITLE: Personnel Officer 3 | CODE: 64623C |
|---|---|---|
| | MAJOR AGENCIES: County Offices, Universities | JURISDICTION: Cnty., Univ. |

FUNCTION: technical advice on personnel matters to administrators & employees (i.e., interprets civil service laws & rules & explains policies & procedures, resolves controversial & complex personnel issues), plans & coordinates recruitment, selection & placement of applicants, supervises clerical & support staff engaged in routine personnel functions & performs related administrative duties; in district office of Department of Transportation, may be in charge of all personnel activities for assigned district; Note: In some departments or institutions, affirmative action & labor relations programs may be separate from personnel. Supervision cited herein is defined as "has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees; to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment."

PERFORMS RELATED DUTIES AS REQUIRE

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| | | | or things, (15) handle sensitive inquiries from & contacts with officials & general public, (16) prepare meaningful concise & accurate reports. |
| 2 | 12-32 | Provides technical advice on personnel matters to administrators & employees (i.e., interprets civil service laws & rules & ex-lains policies & procedures, resolves controversial & complex personnel issues) & provides guidance to & exercises functional supervision over staff in field &/or district offices on variety of personnel matters & acts as liaison between agency or institution & Ohio Department of Administrative Services, Division of Personnel. | Knowledge of 1, 2*, 3, 4; ability to 12, 13, 14, 15. |
| 3 | 9-29 | Plans & coordinates recruitment, selection & placement of applicants (i.e., conducts interviews, maintains contact with schools & community organizations & other agencies, prepares & distributes postings, prepares & delivers speeches, prepares advertisements, supervises in-house testing of applicants) & supervises lower-level staff engaged in recruitment & selection of applicants. | Knowledge of 1, 2*, 3, 4, 5, 8, 10; ability to 12, 13, 14, 15, (17) prepare & deliver speeches before specialized audiences & general public. |

(740) 123:1-7-17

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

Officer 2, 64622 (or 6 mos. comparable personnel exp. in Ohio county or state agency or state-supported university) & 3 mos. training &/or exp. in providing work direction & training to others; or equivalent.

OHIO
CLASSIFICATION
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CLASS TITLE: Personnel Officer 3

MAJOR AGENCIES: County Offices, Universities

AUG 0 2 1997

CODE: 64623C

JURISDICTION: Cnty., Univ.

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 4 | 15-35 | Supervises clerical & support staff in records maintenance, preparation & submission of personnel actions, payrolls & benefit forms, coordinates & supervises staff in preparation of position descriptions, tables of organization & reports & ensures all paperwork complies with applicable laws, rules & regulations. | Knowledge of 1, 2*, 3, 4, 5; ability to 11, 12, 13, 14, 15, 16. |
| 5 | 3-13 | Performs related administrative duties (e.g., prepares reports supervises budget preparation & exercises fiscal controls, conducts correspondence & public relations activities, participates in long-range planning, develops &/or assists in development & implementation of policies & procedures, administers special programs or projects, develops new programs, acts for administrator). | Knowledge of 11, (18) public relations, (19) public accounting, public finance or public budgeting; ability to 12, 13, 14, 15, 16. |

(791)

123:1-7-17

*Developed after employment

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