REVISED: 6-26-94

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Personnel Administrator 1	CODE: 64631C
	MAJOR AGENCIES: County Agencies	JURISDICTION: County

FUNCTION: Under general direction from higher-level personnel administrator or other administrative superior, directly supervises personnel employees & administers personnel program in agency with fewer than 650 employees & having decentralized operations (i.e., agency with branch offices), or acts as assistant to higher-level personnel administrator or other administrative superior in administering total personnel program & supervises assigned personnel in agency having 650 employees or more;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	18-68	In county agency with fewer than 650 employees & having decentralized operations, directs & administers (e.g., interprets Chapter 124 of Ohio Revised Code, explains procedures to & advises administrators, personnel officers & employees of same, ensuring compliance) total personnel program which may include collective bargaining/labor relations & directly supervises employees whose positions are classified as part of 64600 Personnel Group, such as personnel aide, personnel officer), or acts as assistant to higher-level personnel administrator or administrative superior in administering total personnel program & supervises assigned personnel in agency having 650 employees or more.	Knowledge of (1) personnel administration or management, (2) civil service laws, rules & procedures, (3) business or public administration, (4) supervision, (5) collective bargaining/labor relations*, (6) speech &/or effective communication techniques; ability to (7) deal with many variables & determine specific action, (8) communicate effectively when explaining rules & procedures, (9) establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

UNUSUAL WORKING CONDITIONS:
May require travel.

MINIMUM CLASS REQUIREMENTS (including license, if any.):
Completion of undergraduate core program in personnel administration or management or human resources & 2 yrs. exp. in personnel administration or management or human resources which included 6 mos. exp. in supervisory principles/procedures, or 6 mos. exp. as Personnel Officer 3, 64623C; or equivalent.

REVISED: 6-26-94

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Personnel Administrator 1	CODE: 64631C
	MAJOR AGENCIES: County Agencies	JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	6-26	Sets goals for & plans variety of personnel programs which may include collective bargaining/labor relations & analyzes, evaluates & plans revisions to existing programs as needed (e.g., examines long-range recruiting goals & plans specialized, job-related recruiting programs; reorganizes & aims personnel programs such as training, towards employee retention; considers human resources needs & budget requirements to plan & coordinate recruitment, interviewing & placement programs; develops seminars &/or training courses).	Knowledge of 1, 2*, 3, 5*, (10) budgeting; ability to 7.
3	4-14	Participates in formulation of agency personnel policies & develops methods & procedures for effective implementation of same (e.g., develops procedures for processing personnel actions, vacancy postings & certification lists; establishes procedures for implementing overtime or tardiness policy; makes recommendations to director or superior regarding appropriate information system to meet reporting requirements of state & federal agencies).	Knowledge of 1, 2*, 3, 5*, 6, 10; ability to 7, 8.
4	14-20	Performs related administrative, public relation, documentation & miscellaneous tasks (e.g., attends meetings to provide & obtain personnel procedural information regarding hospitalization, sick leave & disability; represents department before State Personnel Board of Review; investigates & resolves personnel related complaints; develops biennium personnel budget &/or assists in preparation of agency budget; represents department at seminars & conferences; prepares reports regarding personnel programs; prepares correspondence); receives training on initial & on-going basis in areas of personnel, labor relations/collective bargaining, human resources development, EEO & other related areas to keep current of changes in policies, procedures & laws & their impact on assigned area.	Knowledge of 1, 2*, 3, 5*, 6, (11) public relations, ability to 7, 8, (12) prepare meaningful, concise & accurate reports.

(*)Developed after employment.