NEW 6-26-94

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Personnel Administrator 2	CODE: 64632C
	MAJOR AGENCIES: County Agencies	JURISDICTION: County

FUNCTION: Under administrative supervision of personnel administrator 3, plans, directs & coordinates two or more personnel sub-programs (e.g., recruitment & position classification; payroll & benefits), or administers total personnel program for assigned agency with 650-1,099 employees & having decentralized operations (i.e., agency with branch offices) & in either case, directly supervises personnel officers, clerical/secretarial support &/or other managerial, legal or personnel employees;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	48-68	In county agency with 650-1,099 employees & having decentralized operations (i.e., branch offices), plans, directs & coordinates two or more personnel sub-programs, which may include collective bargaining/labor relations or total personnel program for assigned agency which may include collective bargaining/labor relations & in either case, directly supervises personnel officers, clerical/secretarial support &/or other managerial, legal or personnel employees.	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, (7) public relations; ability to (8) deal with many variables & determine specific action, (9) communicate effectively, (10) 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 & 30 mos. exp. in personnel administration or management or human resources which included 12 mos. exp. in supervisory principles/procedures, or 6 mos. exp. as Personnel Administrator 1, 64631C; or equivalent.

NEW 6-26-94

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Personnel Administrator 2	CODE: 64632C
	MAJOR AGENCIES: County Agencies	JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	28-38	Provides technical advice & performs public relations duties (e.g., advises regarding personnel policy deficiencies & prescribes corrective action; confers with department heads to determine personnel needs & classification problems; advises director/department heads on classification & disciplinary & salary matters; interprets personnel policies & rules; advises employees on retirement, sick leave conversion & health insurance; represents department or agency before State Personnel Board of Review; advises subsidiaries regarding their compliance to pertinent sections of Ohio Revised Code).	Knowledge of 1, 2, 3, 5*, 6, 7, (11) budgeting as it relates to personnel programs & organization; ability to 8, 9.
3	6-12	Prepares &/or oversees preparation of various documentation (e.g., prepares personnel related correspondence for deputy director, director or other administrative superior submitted from other offices; reviews responses & reports of subordinates; oversees office recordkeeping, timekeeping & other support activities; replies to surveys & telephone inquiries; prepares various personnel status reports & studies); 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, 4, 5*, 6, 7, 11; ability to 8, 9, 10, (12) develop complex reports & position papers.

(*)Developed after employment.