

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Personnel Officer

SERIES NO.:

6462

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the personnel officer occupation is to plan, coordinate &/or manage personnel programs in institutions, districts, divisions or small agencies.

At the first level, incumbents type & process personnel actions & performance evaluations. At the next two levels, incumbents are independently responsible for one or more personnel sub-programs, with number determining level. At the fourth level, incumbents manage & direct entire program at non-central office location or serve as assistant to personnel administrator & supervise personnel staff.

Note: None of the personnel sub-programs are to be in the areas of labor relations/collective bargaining - see Labor Relations Officer, Human Resources Administrator. This classification series does not pertain to positions in the Personnel Service Section of the Department of Administrative Services.

CLASS TITLE:

Personnel Aide

CLASS NUMBER:

64620

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The developmental level class works under general supervision & requires working knowledge of personnel practices & procedures & skill in typing in order to type & process personnel actions & type & distribute performance evaluations.

CLASS TITLE:

Personnel Officer 1

CLASS NUMBER:

64621

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of personnel practices & procedures in order to be independently responsible for one personnel sub-program (i.e., excluding preparation of payroll, job audit coordination & suggestion award program).

CLASS TITLE:

Personnel Officer 2

CLASS NUMBER:

64622

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of personnel practices & procedures in order to be independently responsible for two or more personnel sub-programs (i.e., excluding preparation of payroll, job audit coordination & suggestion award program).

CLASS TITLE:

Personnel Officer 3

CLASS NUMBER:

64623

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of personnel practices &

procedures in order to manage & direct entire personnel program for agency, institution, district or major division (i.e., has separate payroll number) or serve as assistant to personnel administrator by planning, coordinating & directing one or more personnel sub-programs (i.e., excluding preparation of payroll, job audit coordination & suggestion award program) in central office of agency with districts, institutions or residential facilities & supervise lower-level personnel staff (i.e., must include at least one personnel officer or personnel aide).

CLASS TITLE: Personnel Aide	CLASS NUMBER: 64620	BARGAINING UNIT: 09
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EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Types & processes personnel actions for new appointments & all status changes (e.g., transfers, promotions, resignations, step increases, leaves of absence) & types & distributes performance evaluations, checks returned performance evaluations for correct signatures & contacts appropriate supervisors on overdue evaluations when assigned.

Maintains personnel records; maintains & updates tables of organizations & maintains position control rosters; participates in payroll activities; processes personnel related forms (e.g., PERS certification forms, disability insurance claims) for completeness & accuracy & forwards to appropriate department.

Participates in recruitment activities (e.g., provides forms to applicants & explains procedure for completing applications, conducts preliminary interviews but does not screen for elimination, schedules interviews with supervisors of vacancies, types & posts job bulletins, answers inquiries from applicants regarding salaries & benefits, receives & reviews applications for completeness, contacts prior employers & personal references, answers public inquiries regarding career opportunities, requests certification lists).

Performs related clerical duties (e.g., files, types letters & memos, answers phone, greet visitors).

Assists with special projects such as group health insurance, staff development, deferred compensation, workers compensation, consults with employees regarding benefits; conducts exit interviews.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio civil service laws, rules & regulations*; payroll processing procedures*; public relations; interviewing*; fractions, decimals & percentages; office practices & procedures. Skill in typing; operation of office equipment (e.g., calculator, CRT)*. Ability to deal with problems involving several variables in familiar context; complete routine forms, conduct preliminary interviews for job applicants; gather, collate & classify information about data, people or things; answer routine inquiries from public. (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 1 course or 3 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in office practices & procedures; 2 courses or 6 mos. exp. in typing.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work in tight or confined area; may be exposed to constant noise from office machinery; may work flexible hours.

CLASS TITLE: Personnel Officer 1	CLASS NUMBER: 64621	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently responsible for one personnel sub-program (i.e., excluding preparation of payroll, job audit coordination & suggestion award program) for agency, district or institution (e.g., composes all personnel actions & position descriptions; preliminary recruitment, screening & recommendation of applicants; employee benefits; predisciplinary conferences & actions).

Assists in monitoring &/or preparing &/or processing forms & reports for non-primary personnel sub-program; prepares payroll for staff &/or students; reviews & corrects step & certification rosters; types & routes employee evaluations; attends & gives presentations at orientation sessions for new employees; prepares EEO reports; updates table of organization.

Responds verbally & in writing to inquiries from employees & general public; assists higher-level personnel official or other administrative staff on special projects & reports; attends in-service meetings &/or seminars; maintains & orders supplies & forms; completes employment verification & reference forms.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; interviewing; civil service laws, rules & regulations*; agency personnel policies & procedures*; social insurance (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employee's retirement); manpower planning*; federal & state laws & rules governing fair employment practices (i.e., equal employment opportunity law); technical writing; effective oral communication. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; interview job applicants effectively; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 courses or 12 mos. exp. in personnel administration or management or human resources.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Personnel Officer 2	CLASS NUMBER: 64622	BARGAINING UNIT: EX
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EFFECTIVE DATE:
06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently responsible for two or more personnel sub-programs (i.e., excluding preparation of payroll, job audit coordination & suggestion award program) for agency, district or institution (e.g., composes all personnel actions & position descriptions; preliminary recruitment, screening & recommendation of applicants; employee benefits; predisciplinary conferences & actions).

Assists in monitoring &/or preparing &/or processing forms & reports for non-primary personnel sub-program, oversees preparation of payroll; reviews & corrects step & certification rosters; prepares & routes employee evaluations; attends & gives presentations at orientation sessions for new employees; prepares EEO reports; updates table of organization; prepares budget projections for personnel costs; serves as coordinator for job audit requests &/or appeals; oversees employee suggestion award program.

Attends hearings as management representative; serves on committees; responds to inquiries from employees & general public; assists higher-level personnel official or other administrative staff on special projects & reports; serves as job audit grievance officer.

MAJOR WORKER CHARACTERISTICS:

Knowledge of civil service laws, rules & regulations; agency personnel policies & procedures*; social insurance (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employee's retirement); federal & state laws & rules governing fair employment practices (i.e., equal employment opportunity law); interviewing; public relations; labor management relations*; collective bargaining*; human resources training & development*; technical writing; effective oral communication. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in personnel administration or management or human resources.

-Or 2 yrs. exp. in position equivalent to Personnel Officer 1, 64621 in private sector.

-Or 1 yr. exp. as Personnel Officer 1, 64621.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel; may require overnight travel.

CLASS TITLE: Personnel Officer 3	CLASS NUMBER: 64623	BARGAINING UNIT: EX
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages & directs entire personnel program (i.e., excluding labor relations/collective bargaining) for agency, institution, district or major division (i.e., has separate individual payroll number), OR in central office of agency with districts, institutions or residential facilities, serves as assistant to personnel administrator by planning, coordinating & directing one or more personnel sub-programs (i.e., excluding preparation of payroll, job audit coordination & suggestion award program) for all locations including central office & supervises lower-level personnel staff (i.e., must include at least one personnel officer or personnel aide).

Performs related administrative duties (e.g., prepares reports & correspondence; monitors sick leave usage for negative trends; maintains or oversees personnel records; prepares personal service contracts &/or proposals; prepares tables of organization & rosters; assists in development of personnel policies & procedures; acts as administrative designee at disciplinary conferences & prepares recommendations; advises & counsels employees & management on personnel practices; provides supervisory training; prepares cost projections & assists in preparing budget; researches & drafts responses to EEO complaints; reviews proposed legislation & advises regarding impact).

Serves as management representative at unemployment, workers' compensation &/or board of review hearings or job audit arbitrations; delivers presentations regarding new or revised rules or procedures; attends meetings, conferences &/or workshops; serves as job audit grievance officer; conducts staff meetings; gives presentations at employee orientations; conducts hearings on performance evaluation reviews.

MAJOR WORKER CHARACTERISTICS:

Knowledge of civil service laws, rules & regulations; agency personnel policies & procedures*; effective oral communication; human resources training & development; social insurance (e.g., workers' compensation, unemployment compensation, disability insurance, social security, public employee's retirement); federal & state laws & rules governing fair employment practices; collective bargaining*; interviewing; technical writing; supervisory principles/techniques*. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in personnel administration or management or human resources; 12 mos. exp. in personnel administration or management or human resources.

-Or 2 yrs. exp. in position equivalent to Personnel Officer 2 in private sector.

-Or 1 yr. exp. as Personnel Officer 2, 64622, or Human Resources Analyst 2, 64612.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.