

**AUDITOR OF STATE**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
PERSONNEL OFFICER

**SERIES NO.:**  
6462

**MAJOR AGENCIES:**  
AUDITOR OF STATE

**EFFECT. DATE:**    **NEW EFF. DATE:**  
09/22/1991

**SERIES PURPOSE:**

THE PURPOSE OF THE PERSONNEL OFFICER OCCUPATION IS TO PLAN, COORDINATE &/OR MANAGE PERSONNEL PROGRAMS IN INSTITUTIONS, DISTRICTS, DIVISIONS OR SMALL AGENCIES.

INCUMBENTS TYPE & PROCESS PERSONNEL ACTIONS & PERFORMANCE EVALUATIONS.

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 DIVISION OF THE DEPARTMENT OF ADMINISTRATIVE SERVICES.

**CLASS TITLE:**  
PERSONNEL AIDE

**CLASS NUMBER:**  
64620

**EFFECTIVE DATE:**  
09/22/1991

**NEW EFFECTIVE DATE:**

**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.

<b>CLASS TITLE:</b> PERSONNEL AIDE	<b>CLASS NO.:</b> 64620	<b>BARG. UNITS:</b>
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**EFFECTIVE DATE:**

09/22/1991

**NEW EFFECTIVE DATE:**

**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.