

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Personnel Officer

SERIES NO.:

6462AG

MAJOR AGENCIES:

Attorney General only

EFFECT. DATE

06/26/1994

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 Division of the Department of Administrative Services.

CLASS TITLE:

Personnel Aide

CLASS NUMBER:

64620AG

EFFECTIVE DATE:

06/26/1994

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 Aide	CLASS NUMBER: 64620AG	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/26/1994

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 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:

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