

CLASS TITLE: ASSOCIATE PERSONNEL ADMINISTRATOR

Class Code: 02733700
Pay Grade: 41A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned, to assist the Personnel Administrator by directing the functional activities of the Merit System, by planning, organizing and directing the day to day operations of major functional areas; to develop and implement personnel management policies, practices and procedures; to oversee the operations of the central personnel database; to act for the Personnel Administrator in his absence; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of the Personnel Administrator with wide latitude for the exercise of independent initiative and judgement; work is subject to review for conformance to applicable state and federal laws, major policy and professional personnel management standards.

SUPERVISION EXERCISED: Plans, directs and reviews the work of a professional, technical and support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned, to be responsible for assisting the Personnel Administrator by directing the functional activities of the Merit System, by planning, organizing and directing the day-to-day operations of major functional areas; to assist the Personnel Administrator in developing and implementing personnel management policies and procedures.

To oversee the operations of the central personnel database; to evaluate the utility of the central personnel database; to evaluate the utility of the central personnel database and make recommendations to increase efficiencies through automation.

To be responsible for making recommendations to the Personnel Administrator regarding proposed changes in state or federal laws, rules, policies or procedures as they may affect the operation of the functional activities of the personnel management program of state government.

To advise and assist department heads, appointing authorities, departmental personnel/employee relation officials in regard to the operation of the State Merit System Act, personnel rules, administrative regulations, policies and procedures.

As assigned, to be responsible for managing the functional activities of the Office of Personnel Administration including but not limited to: administration certification; data processing; merit system examining; federal merit system coordination; research and evaluation; activities relating to the operation of unclassified employee system; employee award programs; classification and compensation; appeal activities; agency fiscal management; employee benefits, training; labor relations; data support and recruitment and placement activities.

To act for the Personnel Administrator in his/her absence; to represent the Personnel Administrator in meetings, hearings, committees etc.

To be responsible for providing a wide variety of technical personnel management advice and/or information and assistance to the general public, legislators, state officials, labor officials and others as may be required.

To provide legislative testimony, to draft internal legislative proposals and to analyze externally proposed legislation affecting all aspects of Merit System law and the effects thereon.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of modern principles, practices, procedures and techniques in the field of public personnel administration; the ability to apply such principles, practices, methods, and techniques; the ability to perform the duties involved in planning, organizing and coordinating the major functions of a public personnel program; the ability to apply the principles of public relations; the ability to cooperate with and obtain the cooperation of state officials and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Public or Business Administration; and

Experience: Such as may have been gained through: employment in a highly responsible administrative position in the field of public administration including the responsibility for directing a public personnel program under a merit system; or employment in a highly responsible capacity in directing a broad technical area of public personnel administration in a central merit system agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 7, 1994

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