

CLASS TITLE: DEPUTY PERSONNEL ADMINISTRATOR

Class Code: 02735600

Pay Grade: 44A

EO Code: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: In the Office of Personnel Administration (OPA), to be responsible for assisting the Personnel Administrator in executing an assigned range of functions, programs and statutory obligations of OPA; to be directly responsible for Classification/Compensation, Merit Selection. Employee certification and records maintenance, Equal Opportunity, Diversity, Employee Benefits, Workers' Compensation, and/or Training and Development; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Personnel Administrator with wide latitude for the use of initiative and independent judgement; work is subject to review for conformance with applicable federal and state law, policy directives and professional standards.

SUPERVISION EXERCISED: Plans, directs and reviews the work of professional, technical and clerical staff; ensures communication of and compliance with existing policy and standards.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Office of Personnel Administration (OPA), to be responsible for assisting the Personnel Administrator in executing an assigned range of functions, programs and statutory obligations of OPA; to be directly responsible for Classification/Compensation, Merit Selection. Employee Certification and records maintenance, Equal Opportunity, Diversity, Employee Benefits, Workers' Compensation, and/or Training and Development.

As authorized, to have administrative and technical responsibility for the programs and services within OPA, and to ensure conformance with provisions of law, rules and regulations relating to the operation of the merit system of personnel administration for state service.

As assigned, to execute the position classification and pay plans for the classified service and rules for their implementation; and to prepare a pay plan for the unclassified service.

As assigned to execute an examination/selection program designed to determine fairly the qualifications of persons examined to perform duties of classes of positions in the classified service, and to prepare, promulgate and maintain employment and/or promotional lists for the appointment, or promotion, of persons to positions in the classified service; to coordinate the preparation, establishment and maintenance of reemployment lists of employees who have resigned, been dismissed, or laid off.

As assigned, to execute a statewide program of in-service training and development, including needs assessment, development of training opportunities, and the evaluation of eligibility for incentive credit.

As assigned, to execute a statewide program for the administration and maintenance of all employee benefits programs as provided for in state law.

As assigned, to execute a statewide program of Equal Opportunity (EO)/Affirmative Action (AA), ensuring compliance of all state agencies.

As assigned, to execute a statewide program of diversity and outreach, with the goal of fostering a competitive and diverse workforce of highly skilled and capable employees.

As assigned, to execute a statewide program of workers' compensation insurance for State Employees, including claims management, risk management and fraud prevention.

As assigned, to execute a centralized and statewide program for the effective and timely processing of personnel transactions and employee certifications.

To coordinate OPA interaction with Information Technology (IT) professionals and consultants in order to introduce evolving technology and information systems into the traditional personnel processes; to research and recommend acquisition of computer hardware and software to maximize the utilization of emerging electronic and web-based processing and recordkeeping capabilities.

To integrate OPA programs and functions into a labor relations environment, ensuring that the contractual rights and obligations of labor and management are reflected in the delivery of services.

To consult with various department directors and other administrative officers regarding merit system procedures, personnel selection and evaluation, organizational development and related areas; to develop and implement “partnered” decisions and strategies on those issues and topics.

To direct appropriate research and review projects relating to the selection/classification processes.

To research, recommend and develop legislative and policy initiatives to facilitate effective HR services.

To conduct review and analysis of business practices to maximize the effectiveness and efficiency of HR services.

To assist the Personnel Administrator in human resource planning.

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

To represent the Personnel Administrator in his/her absence.

To coordinate and prioritize computer support services.

As required, to provide guidance, consultation and staff assistance on personnel issues pertaining to the unclassified and non-classified branches of state service.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of modern public personnel administration; a thorough knowledge of state government, and of the organizational structure and functions of its departments and agencies; a thorough knowledge of the principles, practices and techniques of personnel psychology, including position classification, employee selection and evaluation, organizational behavior, test development and construction; a thorough knowledge of any directly assigned program area, e.g.: Equal Opportunity; Diversity/Outreach; Employee Benefits; Workers’ Compensation; Employee Certification/Records Maintenance; Training and Development; or other major Human Resource functions; a thorough knowledge of the Merit System laws and principles; a thorough knowledge of the Uniform Guidelines of Employee Selection; a working knowledge of the principles, practices and techniques of research and experimental design; the ability to analyze complex statistical reports; the ability to communicate effectively; the ability to deal effectively with administrative, professional and paraprofessional staff; the ability to organize and direct the work of professional and technical staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Such as may have been gained through: possession of a Bachelor’s Degree with specialization in Human Resources Management, Public Administration, Political Science, Business Administration, Psychology, or a closely related field; 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 the development and implementation of a comprehensive and complex strategic plan encompassing the integration of centralized and departmental Human Resources Programs in a state government environment; 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 Created: November 19, 2004

Class Revised: October 31, 2004