

CLASS TITLE: PERSONNEL ADMINISTRATOR

Class Code: 02733800
Pay Grade: 46A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To have administrative and technical responsibility for the execution of the functions of the Office of Personnel Administration; to plan, coordinate, direct and review the work of office employees; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Executive Director (DOA)/Operations Officer from whom statements of overall policies are received and with whom consultations are held on major matters of policy and procedure; makes own decisions as to methods, techniques, practices and procedures to be initiated and pursued to carry out and administer effectively and provisions of state laws relating to the operation of a merit system of personnel administration.

SUPERVISION EXERCISED: Plans, coordinates and directs the work of subordinates, determining matters of policy within limits of statements of the overall policies made by the Director of the Department of Administration and/or the Executive Director (DOA)/Operations Officer; reviews work in progress and upon completion for compliance with instructions, conformity with policies and adherence to accepted merit system methods, techniques and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To have administrative and technical responsibility for the execution of the functions of the Office of Personnel Administration within the Department of Administration, and to administer the provisions of law, rules and regulations relating to the operation of the merit system of personnel administration for the state service.

To administer 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.

To administer an examination 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 supervise the preparation, establishment and maintenance of reemployment lists of employees who have resigned dismissed, or laid off.

In accordance with the provisions of laws and rules, to supervise the certification, to appointing authorities, of the names of persons eligible and available for appointment to, or promotion in, the classified service.

As required as the Director's designee, to conduct public hearings involving issues surrounding the position classification program and the pay plan program for the classified service.

As required, to provide consultative advice and direction to heads of boards and commissions on matters of personnel administration consistent with sound personnel practices, rules, regulations and law.

As required, to provide administrative assistance to the unclassified pay plan board.

As required, to participate in labor management issue negotiations, collective bargaining, and contract administration.

As required, to conduct administrative hearings and/or to oversee the conduct of administrative hearings involving the disposition of disciplinary matters.

To establish and supervise the maintenance of a roster of all officials and employees in the unclassified and classified and non-classified services, recording therein every appointment, transfer, promotion, demotion, dismissal, vacancy, change of salary or wage rate, leave of absence, absence from duty, and other temporary or permanent change in status of employees.

To recommend to the Executive Director (DOA)/Operations Officer and the Director rules necessary, appropriate or desirable to carry out the provisions of laws relating to the operation of the merit system of personnel administration for the state service, and, as required to recommend amendments to such rules.

To provide the Executive Director (DOA)/Operations Officer with data and information for his/her use in cases of appeals to him/her on matters pertaining to the administration of the classified service personnel program.

To be responsible for certifying the payroll or account for the salary of compensation of employees in the state service.

To administer an employee benefit program including the employee financial, health and life insurance programs as provided for in state law.

To operate an employee suggestion program.

To be responsible for the EEO program.

To be responsible for service career awards and relative educational incentive programs.

To provide consultative advice and direction in the reengineering of the human resource management information system program.

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 Master's Degree in Public or Business Administration supplemented by coursework in the field of human resources; or a related program; 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: December 19, 1999

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