

PERSONNEL AIDE I

NATURE AND VARIETY OF WORK

This is the dually allocated entry level of para-professional personnel work designed to assist a professional level Personnel Analyst within the Office of Personnel or a department with decentralized personnel functions. Work is performed under close supervision. Work performance is reviewed for accuracy, timeliness and conformance to established guidelines and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in preparing and monitoring; administering and scoring routine examinations.

Assists in reviewing applications for employment and may be assigned responsibility for assisting a personnel analyst for a specific employment area.

May participate and assist in position classification studies, field audits of positions, and preparing drafts of class specifications.

Assists in conducting research studies.

Assists in the administration of the County's Training Program.

Assists in collecting, verifying, tabulating and analyzing pay and related information from public and private sources.

Assists with research and validation of information for processing (i.e., Employee Action Notifications, Personnel Data Forms, Performance Appraisal, etc.) for submission to the Automated Personnel Systems; assists with responding to technical inquiries from departments and employees regarding records processing procedures and monitoring of data processing actions on pay plan changes and inquiries.

Assists in the coordination of pre-employment physical examination programs including arranging examination scheduling and providing notice of examinee's acceptability or unacceptability.

Assists in preparing publications concerning the Employee Newsletter, Employee Handbook and the administration of the Employee Suggestion Program.

Assists in the review of Position Action Requests to determine appropriate recruitment action.

Assists in preparing the Job Opportunities Bulletins.

Assists with the coordination of various personnel programs (e.g., awards, recreation, incentive program).

Assists in answering inquiries from department heads regarding recruitment and examination procedures.

Assists in coordinating projects requiring data input and retrieval.

May be required to provide Personnel Aide support to the County's Employee Assistance program.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of basic arithmetic.

Knowledge of personnel rules and regulations and familiarity with various divisions within the Personnel Office.

Skill in coding, and the use of related automated office equipment.

Ability to communicate and effectively deal with County employees and the general public.

Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. certificate plus one (1) year college coursework which included business or personnel administration, and one (1) year of advanced diverse and/or technical clerical experience in personnel administration. Any equivalent combination of relevant education, training and experience will also be accepted. Applicants must be proficient in typing where required.

EXAMINATION

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Applicants may be requested to pass written, performance or other tests.

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