

PERSONNEL AIDE III

NATURE AND VARIETY OF WORK

This is senior level para-professional work designed to assist professional Analysts within the Office of Personnel or in a department with decentralized personnel functions. Incumbents may lead/supervise subordinate personnel. Work is performed under the general supervision and is reviewed for accuracy, timeliness and conformance to established policies and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Contracts previous developed sources for meeting County employment needs; may contributes sample test items to the construction of tests; rates certain selected classes.

Develops lesson plans, i.e., orientation of new employees; initiates replies to employees requesting assistance.

Collects a wide range of data concerning benefits, insurance, health, and retirement; arrays data in orderly fashion for decision making by supervisor.

Researches and validates 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.

Participates in personnel research; coordinates projects regarding data inputs and retrieval from automated personnel system.

Coordinates pre-employment physical examination programs.

Coordinates various aspects of personnel programs (e.g., award, recreation,, incentive program).

Assists with the preparation and publication of the Employees' Newsletter, Employee Handbook and the administration of the Employee Suggestion Program.

Answers inquiries from department heads, employees and the general public regarding various personnel activities.

Reviews Position Action Requests and determines appropriate recruitment action.

Lead/Supervise subordinates in the performance of various personnel support tasks.

Prepares or supervises the preparation of Job Opportunity Bulletins.

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

Good knowledge of the principles, practices, and techniques of personnel administration relating to examination, recruitment, position classification, training, labor relations, pay and other personnel office functions or the ability to rapidly acquire the knowledge.

Some knowledge of basic statistical concepts and methods.

Ability to learn municipal government organization and operation.

Ability to analyze data and to exercise sound judgment in arriving at conclusions and recommendations.

Ability to understand and follow complex oral and written instructions.

Ability to conduct research.

Ability to present ideas effectively, both orally and in writing.

Ability to maintain accurate and retrievable records.

Ability to analyze facts and to exercise sound judgment in arriving at conclusions and recommendations.

Ability to lead/supervise subordinate.

Ability to deal effectively and courteously with officials, associates, and the general public.

MINIMUM QUALIFICATIONS

Must have experience at the Personnel Aide II level equal to the length of the probationary period, or, possess an Associates degree in Business Administration, Personnel Administration or closely related field, and two (2) years of advanced technical para-professional support work experience in the appropriate personnel discipline. Any equivalent combination of relevant training, education and experience will also be accepted.

REVISED: 10/88