

PERSONNEL TECHNICIAN 6802

Distinguishing Characteristics of Work

This is technical personnel work of moderate difficulty in one or more phases of a program of personnel administration. The Personnel Technician duties may include assisting in conducting position audits; preparing training materials, charts, graphs, pamphlets, posters, and other training aids; advising prospective employees of job opportunities and requirements of employment; reviewing proposed and existing pay ranges and recommending pay ranges assignments of classes; determines qualifications of applicants for employment; assists with benefits and payroll activities; and performs related work as required.

Education and Training Guidelines

A bachelor's degree from an accredited four year college or university with a major in personnel, business or public administration, management, communications, industrial psychology or a related social or behavioral science, and one year of professional personnel or related public employment experience.

Progressively responsible personnel experience may substitute for the recommended education on a year for year basis.

Knowledge, Skills and Abilities

Knowledge of employee relation principles, practices, methods, and programs. Ability to design and implement systems necessary to collect, maintain and analyze data. Solid computer skills, including knowledge of word processing, spreadsheets, database design and computer-base presentations. Ability to present educational programs and/or workshops. Investigative and problem solving skills. Knowledge of formal and informal dispute resolution methodology, procedures, and techniques. Strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals in a diverse community. Knowledge and understanding of federal and state employment and labor laws, regulations, procedures and standards. Ability to analyze and evaluate complex issues and propose appropriate creative, responsive solutions. Ability to communicate effectively, both orally and in writing.

Effective: March, 2007