

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

PERSONNEL ASSOCIATE

Class Code: K6860

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, performs paraprofessional personnel work in one or more personnel programs or support functions in a centralized personnel operation where policies and procedures are well defined and require minimum interpretation.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Reviews, processes, approves or rejects routine documents and forms in accordance with established policies and procedures where the application of laws, rules, regulations, policies and collective bargaining agreements is established and well defined.
2. Gathers and compiles information for use by professional and management staff in such areas as grievance meetings/hearings, arbitration proceedings, Merit Commission hearings, litigation, classification and wage studies, contract negotiations, item analysis for examination development, training, organizational reviews, employee benefits and special projects.
3. Administers written, performance, training/experience or other types of merit examinations.
4. Explains standard personnel and/or employee benefit procedures and policies to employees, department representatives, applicants or the general public by phone, in person or by composing correspondence.
5. Prepares position descriptions where position allocation reviews or decisions have been made; prepares and processes position action and personnel transaction forms.
6. Conducts employment counseling with employees and applicants.
7. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college preferably with courses in public, personnel or business administration, human development counseling, employee relations or employment law or three years of responsible clerical experience in a personnel or human resources setting.

Knowledge, Skills and Abilities

Requires extensive knowledge of office practices and procedures, equipment and personal computers.

Requires extensive knowledge of composition, grammar, spelling, and punctuation.

Requires working knowledge of arithmetic computations.

Requires elementary knowledge of the principles of organizational administration and structure.

Requires ability to effectively interact with employees, management, the general public, applicants and other personnel professionals.

Requires ability to follow detailed oral and written instructions.

Requires ability to present complex ideas clearly in both written and oral form.

Requires ability to read and comprehend laws, rules, regulations, policies and procedures.

Approved: Secretary of State Merit Commission June 11, 2003

Effective: June 16, 2003