

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

PERSONNEL SPECIALIST

Position Code: K6870

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs journey-level professional personnel work in a centralized personnel operation in one or more personnel programs including, but not limited to, position classification, compensation, test development, employment selection or employee benefits where policies and procedures require interpretation and adaptation to work situations.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Renders original or reconsidered position allocation decisions in accordance with established classification methods and techniques; represents the Director of Personnel at allocation appeal hearings and binding arbitration proceedings.
2. Conducts class studies to determine the necessity to revise, establish or abolish class titles; develops and implements new or revised class standards.
3. Completes salary and wage surveys from other jurisdictions or organizations; conducts internal wage and salary studies and makes recommendations for salary grade/range assignments based on findings.
4. Develops written, performance, training and experience or other types of merit examinations utilizing industry-standard techniques to establish test criteria; writes test items; develops training and experience grading scales; validates examinations.
4. Reviews, processes, approves or denies personnel actions requiring use of independent judgment and discretion relative to specific laws, rules and regulations.
5. Explains employee benefit programs to employees or beneficiaries requiring extensive knowledge of program policies and procedures; takes necessary action to ensure benefit coverage; resolves problems relating to benefit claims or processes.
6. Develops hiring criteria and employment interview questions through contact with management staff and by review and analysis of position descriptions, class standards and related documents.
7. Conducts structured employment interviews for candidate selection; evaluates candidate interview responses for final candidate ranking.
8. Performs other duties as required or assigned

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college and two years of professional personnel or human resources experience in a public or private organization.

PERSONNEL SPECIALIST (continued)

Knowledge, Skills and Abilities

- Requires extensive knowledge of office procedures, practices, equipment and personal computers.
- Requires extensive knowledge of personnel/human resources practices and techniques.
- Requires extensive knowledge of composition, grammar, spelling, and punctuation.
- Requires extensive knowledge of the principles of organizational administration and structure.
- Requires working knowledge of arithmetic computations.
- Requires working knowledge of the Secretary of State merit Employment Code, rules, and regulations or equivalent knowledge gained in other merit or civil service settings.
- Requires ability to effectively interact with employees, management personnel, the general public, applicants and other personnel professionals.
- Requires ability to follow detailed oral and written instructions.
- Requires ability present technical ideas clearly and effectively both orally and in writing.
- Requires ability to read and comprehend laws, rules, regulations, policies and procedures.
- Requires ability to analyze facts and information and draw logical conclusions.
- Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved: Secretary of State Merit Commission June 11, 2003

Effective: June 16, 2003