

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

**PERSONNEL SPECIALIST – SENIOR**

**Position Code: K6875**

**DISTINGUISHING FEATURES OF THE CLASS**

Under administrative direction, as senior analyst for a major personnel program or multiple program functions, performs complex professional personnel administrative and technical tasks; provides direction and technical guidance to professional and/or paraprofessional staff to accomplish assigned tasks; serves as technical expert for management staff for a significant personnel program or programs; assists in establishment and implementation of policy and procedures to comply with the Merit Employment Code, Department Personnel Rules, Office to the Secretary of State Policy Manual, applicable collective bargaining agreements and other applicable laws, rules, regulations and judicial decisions.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Directs and participates in the conduct of position classification reviews and class standard development; reviews position descriptions and actions for conformance to standardized procedures and adherence to the Position Classification Plan; renders allocation decisions from audit findings or other information; works with department management and other personnel staff in the implementation of organizational changes; coordinates changes to the Position Classifications Plan with provisions of collective bargaining agreements.
2. Completes salary and wage surveys from other jurisdictions or organizations; conducts internal wage and salary studies and recommends salary grade/range assignments based on findings; coordinates wage and salary changes with collective bargaining activities; finalizes amendments to the Department of Personnel Pay Plan or Office of the Secretary of the State Policy Manual; implements economic provisions of collective bargaining agreements.
3. Directs and participates in gathering data to assist in the development of merit examinations; works with outside entities, other jurisdictions, internal management staff and employees to develop examination materials and test items; assures that test instruments being utilized are validated and conform to current test development and validation techniques.
4. Reviews hiring materials for compliance with appropriate provisions of the Merit Employment Code, Department of Personnel Rules, and other applicable laws, rules, regulations and judicial decisions; maintains awareness of current laws, rules, regulations and judicial decisions affecting hiring practices.
5. Participates in and/or develops in-service training programs related to career mobility, management, development, personnel policy, collective bargaining agreements or other personnel related issues; serves as technical expert in training sessions.
6. Responds to inquiries from other personnel staff, employees, management supervisors and the general public on application of Department of Personnel Rules, the Merit Employment Code, and policies and procedures of the office.
7. Performs other duties as required or assigned.

## **PERSONNEL SPECIALIST – SENIOR (Continued)**

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years college preferably with courses in public, personnel or business administration, human development counseling, or a related field and four years of professional personnel or closely related experience or two years of professional personnel or closely related experience and completion of an approved Office of the Secretary of State trainee or internship program.

#### **Knowledge, Skills and Abilities**

- Requires thorough knowledge of the Secretary of State Merit Employment Code, rules, and regulations or equivalent knowledge gained in other merit or civil service settings.
- Requires thorough knowledge of personnel systems practices and techniques.
- Requires extensive knowledge of the principles of organizational administration and structure.
- Requires working knowledge of office procedures, practices, equipment and personal computers
- Requires ability to effectively deal with employees, management personnel, the general public, applicants and other personnel professionals.
- Requires ability to follow oral and written instructions.
- Requires ability to present technical ideas effectively both orally and in writing.
- Requires ability to analyze facts and information and draw logical conclusions.
- Requires ability to direct professional, paraprofessional and support staff in carrying out projects and activities relative to area of assignment.
- Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission – July 28, 1999

Effective Date of Classification – August 1, 1999

### **EXAMINATION INFORMATION**

Tests and Weights:                      Training and Experience, 100%