

PERSONNEL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is administrative and technical work involving responsibility for overseeing the operation of a city, town, or school personnel department. The incumbent supervises and performs a variety of personnel related activities, including the maintenance of employee personnel records, administering employee benefits programs, and advising department heads on personnel and civil service matters. The work is performed under the general direction of a higher level administrator. Supervision may be exercised over paraprofessional and/or support staff.

TYPICAL WORK ACTIVITIES:

1. Administers employee benefits programs, including health insurance, sick leave, vacation, retirement and blood bank;
2. Administers unemployment insurance program, maintaining records, protesting inappropriate charges, compiling necessary information for and occasionally participating in unemployment insurance hearings;
3. Coordinates critical personnel functions such as contract administration and policy recommendation and development;
4. Reviews and maintains personnel records of employees;
5. Prepares payrolls and supplemental payrolls and/or reviews payrolls prepared by others for accuracy;
6. Compiles data and prepares salary plans for administration's review and approval;
7. Provides pre-retirement counseling to employees;
8. Prepares and maintains personnel manual;
9. Advises elected officials, department heads and employees on personnel and civil service matters;
10. Coordinates all civil service reporting activities, serving as liaison between department heads and the County Personnel Department;
11. Assists in labor negotiations by gathering and compiling data;
12. Prepares a variety of reports, Personnel Department budget, etc.;
13. Participates in staff meetings with department heads;
14. May be responsible for Equal Employment Opportunity compliance and reporting;
15. May establish employee performance evaluation systems;
16. May oversee the hiring of instructional and non-instructional personnel;
17. May, in conjunction with Equal Employment Opportunity Officer, interview and select youths for summer employment programs;
18. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of modern public personnel administration and labor relations; good knowledge of the overall organization of city or town government; good knowledge of modern office practices, procedures and equipment; good knowledge of business arithmetic; ability to read and interpret complex laws, and regulations including those dealing with civil service, unemployment insurance, retirement system, and health insurance; ability to communicate effectively both orally and in writing; ability to compile data and compose correspondence and reports from general instructions; ability to plan and supervise the work of others; ability to learn and use automated information systems; initiative; tact; integrity; physical condition commensurate with the demands of the position.

PERSONNEL ADMINISTRATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Business Administration, Public Administration or a related field and one (1) year of full-time technical experience in public personnel administration;
- OR: (B) Bachelor's degree in Business Administration, Public Administration or a related field and two (2) years of full-time technical experience in public personnel administration;
- OR: (C) Associate's degree in Business Administration, Public Administration or a related field and four (4) years of full-time technical experience in public personnel administration;
- OR: (D) An equivalent combination of training, education, and experience within the limits of (A), (B) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

PN0202

ADOPTED: 04/21/70

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