

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Personnel Officer	SERIES NO : 6462S
	MAJOR AGENCIES: Secretary of State only	EFFECTIVE DATE: 9-22-91
<p>SERIES PURPOSE: The purpose of the personnel officer occupation is to plan, coordinate &/or manage personnel programs in institutions, districts, divisions or small agencies.</p> <p>Incumbents type & process personnel actions & performance evaluations.</p> <p>Note: None of the personnel sub-programs are to be in the areas of labor relations/collective bargaining - see Labor Relations Officer, Human Resources Administrator. This classification series does not pertain to positions in the Personnel Division of the Department of Administrative Services.</p>		

CLASS TITLE:

Personnel Aide

CLASS NUMBER:

6462S

CLASS CONCEPT:

The developmental level class works under general supervision & requires working knowledge of personnel practices & procedures & skill in typing in order to type & process personnel actions & type & distribute performance evaluations.

<u>CLASS TITLE:</u> Personnel Aide	<u>CLASS NUMBER:</u> 64620S	<u>BARGAINING UNIT:</u> EX
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

Types & processes personnel actions for new appointments & all status changes (e.g., transfers, promotions, resignations, step increases, leaves of absence) & types & distributes performance evaluations, checks returned performance evaluations for correct signatures & contacts appropriate supervisors on overdue evaluations when assigned.

Maintains personnel records; maintains & updates tables of organizations & maintains position control rosters; participates in payroll activities; processes personnel related forms (e.g., PERS certification forms, disability insurance claims) for completeness & accuracy & forwards to appropriate department.

Participates in recruitment activities (e.g., provides forms to applicants & explains procedure for completing applications, conducts preliminary interviews but does not screen for elimination, schedules interviews with supervisors of vacancies, types & posts job bulletins, answers inquiries from applicants regarding salaries & benefits, receives & reviews applications for completeness, contacts prior employers & personal references, answers public inquiries regarding career opportunities, requests certification lists).

Performs related clerical duties (e.g., files, types letters & memos, answers phone, greet visitors).

Assists with special projects such as group health insurance, staff development, deferred compensation, workers compensation, consults with employees regarding benefits; conducts exit interviews.

Major Worker Characteristics: Knowledge of Ohio civil service laws, rules & regulations*; payroll processing procedures*; public relations; interviewing*; fractions, decimals & percentages; office practices & procedures. Skill in typing; operation of office equipment (e.g., calculator, CRT)*. Ability to deal with problems involving several variables in familiar context; complete routine forms, conduct preliminary interviews for job applicants; gather, collate & classify information about data, people or things; answer routine inquiries from public (*)**Developed after employment**

Minimum Class Qualifications For Employment: Formal education in arithmetic that includes fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 1 course or 3 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in office practices & procedures; 2 courses or 6 mos. exp. in typing.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

Training and Development Required To Remain In the Classification After Employment: Not applicable.

Unusual Working Conditions: May work in tight or confined area; may be exposed to constant noise from office machinery; may work flexible hours.

