

HR TECHNICIAN 2

KIND OF WORK

Paraprofessional personnel work assisting professional employees in public personnel administration and/or administering a portion of the State's personnel system.

NATURE AND PURPOSE

An employee in this class performs advanced paraprofessional work in assisting professional personnel staff. Assignments are usually made in terms of expected results and encompass the entire scope of personnel management activities with the incumbent responsible for determining the appropriate means of accomplishment. Work is of a difficult and a complex nature requiring independent judgment in researching alternatives and either taking final action or recommending appropriate courses of action to professional staff. The incumbent is responsible for initiating and implementing new methods, for determining the appropriateness of deviations from procedures and for researching and taking action in unique situations. Contact with State agencies and other public and private individuals is extensive with the incumbents responsible for applying various personnel policies, procedures, collective bargaining agreements and law to a wide variety of situations. Supervision is received from professional staff members in terms of meeting agreed upon standards of performance.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Independently researches and responds verbally or in writing to inquiries from applicants, employees and supervisors.

Establishes procedures and schedules to ensure timely processing of appropriate transactions.

Approves and processes routine transactions; researches and recommends on non-routine transactions.

Advises supervisors regarding the filling of vacancies.

Develops/revises record systems based on needs for access to particular groupings of data.

Reviews new contracts and establishes schedules/procedures to meet contract obligations.

Conducts job audits and recommends appropriate allocation.

Performs data analyses and identifies and corrects errors or problems in the output.

Performs experience and training evaluations which involve judgment regarding the relatedness of applicants' past experience to examination standards.

Drafts revised experience and training scales and submits for approval.

Participates in the rating and revision of test items.

Reviews exam announcements; researches and recommends changes.

Locates information requested by operating departments regarding any phase of the State's personnel management program.

Conducts special studies and projects as assigned by professional staff.

May assign work to clerical staff involved in the personnel function.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The Department of Employee Relation's policies and procedures and functions of various departmental units.

Personnel law and rules.

The principles and practices of modern public personnel administration.

Skills in:

Composing and writing effective letters and reports.

Ability to:

Establish and maintain effective working relationships with other staff, departmental personnel and general public.

Establish and maintain recordkeeping systems and procedures.

Understand and effectively carry out complex oral and written directions.