

PERSONNEL SPECIALIST

JOB TITLE: Personnel Specialist

GRADE: 13

JOB CODE: 1106

DATE: 7/25/95

GENERAL FUNCTION: Under direction of the Director of the local health department, maintains a personnel system according to merit system regulations for the local health department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Receives, reviews, and audits time distribution reporting sheets from employees to enter into a computerized system or prepares for transmittal to the Department for Health Services.

Generates payroll checks, and verifies against master listing of personnel records and approved actions. Distributes checks to employees.

Consults with director and supervisory staff as to appropriate personnel actions regarding employees, completes correspondence and necessary documentation for respective personnel actions.

Initiates personnel action requests according to policy for submittal through the automated network to the Department for Health Services for appropriate action.

Makes arrangements for appropriate newspaper advertisements, schedules examinations, and answers questions from applicants regarding recruitment and selection activities.

Prepares monthly benefit payments involved in payroll deductions. Makes adjustments to benefit billings and payments and reconciles differences based on appropriate review and auditing.

Prepares appropriate payroll and other reports such as, worker's compensation, equal employment opportunity, unemployment insurance, and special reports requested by administrator.

Maintains employee records which consist of employment history records, benefit records and current employment status.

Advises and consults with employees regarding personnel questions, policies, regulations, and grievances.

Assists in the preparation of the agency budget using personnel/payroll information.

JOB TITLE: Personnel Specialist (Continued)

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SUPERVISION RECEIVED: Limited supervision; periods of relative autonomy with general supervisory review. Supervisor plays a major role in setting objectives and organizing work.

SUPERVISION EXERCISED: May supervise directly clerical staff or other administrative staff involved in payroll management or other assigned personnel with related responsibilities.

JOB SPECIFICATIONS:

Knowledge and abilities: Considerable knowledge of the operation and practices of local health departments. Considerable knowledge of personnel policies and regulations and automated personnel manual. Skill in the operation of adding machines, calculators, and computer systems. Ability to supervise and direct the activities of subordinate staff. Ability to communicate effectively with employees and supervisory staff in understanding personnel practices and policies of the agency. Ability to perform mathematical processes (prepare computations for payroll such as, fringe benefit rates, etc.) Ability to follow instructions ranging from simple to detailed in nature. Considerable knowledge of automated data processing.

Minimum Education, Training, and Experience Requirements: High school diploma or GED and five (5) years experience in personnel activity, payroll, or a closely related activity. Additional related education/training may substitute for the experience required on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.