

SENIOR PERSONNEL TECHNICIAN (UC)

DEFINITION

Under direction, performs paraprofessional personnel duties to assist in a variety of personnel functions including recruitment selection, collection and preparation of data for compensation studies and other personnel-related reports.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Administers selected performance and written examinations. Coordinates oral interview examinations by contacting raters and conducting orientations for the interview board. Reviews and evaluates job applications for compliance with established standards. Writes job announcements and interviews prospective employees. Prepares and coordinates job advertisements in newspapers and related publications and coordinates payments with user departments. Maintains up-to-date recruitment resources and develops new sources and methods to attract qualified applicants. Assists in performing classification and compensation studies by gathering and compiling compensation data, scheduling and attending job audit interviews, and responding to related routine inquiries from employees. Completes salary and benefit surveys solicited by other organizations. Maintains job classification information by tracking classification changes and updating job specification information as needed. Writes memos and letters on a variety of topics to applicants, organizations and employees. Meets with applicants to provide feedback on outcome of exams. Gathers, compiles and evaluates a variety of information and statistical data. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee of this class performs responsible journey-level paraprofessional personnel work as a member of a team responsible for meeting the personnel needs of a group of City departments. This class is distinguished from the Personnel Technician by the degree of autonomy and complexity and variety of assignments. Accordingly, Personnel Technician may promote to Senior Personnel Technician by meeting career development proficiency requirements.

RECOMMENDED MINIMUM QUALIFICATIONS

One year of experience performing technician level personnel duties in a public sector personnel office; or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

Knowledge of: principles and methods of administrative practices and procedures for recruitment and selection, including recruitment advertising, testing and interviewing, and of general personnel operations.


Some knowledge of: classification and compensation.

Skill in: personal computer operation.

Ability to: maintain the confidentiality of sensitive personnel information; maintain accurate records; collect and evaluate data; perform mathematical calculations; prepare reports and correspondence; communicate effectively, both orally and in writing; establish and maintain effective working relationships with employees and the general public.

DESIRABLE CHARACTERISTICS

This career-minded person is seeking an opportunity to develop technical and professional expertise and has the proven ability to learn, retain, and utilize a great deal of detailed information. The appropriate individual enjoys working as a member of a team assigned to responding to the personnel related needs of a group of City departments. He or she has excellent interpersonal skills, is highly ethical and can earn the confidence of others.

Class title change from Personnel Assistant per  Council Resolution No. 90-063, effective 7-1-90

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