

PERSONNEL ASSISTANT II

NATURE OF WORK IN THIS CLASS:

This is complex technical support work in a personnel office.

Employees in this class often serve as team or group leaders over less experienced technical staff.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Coordinates the processing of a variety of personnel transactions; reviews completed notification personnel action forms for accuracy of information.

Reviews job applications for completeness of information; requests for additional information to supplement the job application submitted as required; sends out employment inquiries as required.

Processes employment contracts for both off-island recruitment and local hires; coordinates the processing of travel authorizations; answers routine inquiries pertaining to off-island recruitment.

Coordinates the establishment of lists of eligible and certification and the maintenance of personnel records.

Prepares employment statistics and other reports as required.

Answers routine inquiries of employees, management officials or the general public concerning personnel rules, regulations, procedures, benefits and other personnel matters.

May evaluate job applications for clerical and labor and trades jobs to determine eligibility in accordance with the established class standards.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices.

Ability to interpret and apply personnel laws, rules, regulations, procedures and other program requirements.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) One year of specialized personnel technical support work and arts of graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
Civil Service Commission