



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PERSONNEL OFFICER III	41	A	7.509
PERSONNEL OFFICER II	38	A	7.517
PERSONNEL OFFICER I	36	A	7.522

SERIES CONCEPT

Classes in this series serve as line department personnel function officers. Incumbents in this series plan, organize and administer a comprehensive personnel services program including employee relations, selection, classification coordinations, position control, evaluation, training, payroll and other related areas. Personnel Officers supervise the work of other personnel staff.

Incumbents direct the work of professional and support staff in such areas as safety, payroll, recruitment and selection, training and employee relations.

Incumbents advise department management on a wide variety of complex employee issues requiring an in depth knowledge of personnel practices, procedures, laws and regulations.

Incumbents prepare, justify and manage operating budgets.

Incumbents create, modify and implement departmental personnel policies and procedures, and implement centralized personnel departmental policies.

Incumbents investigate employee grievances and advise management on conflict resolution.

Incumbents perform related work as required.

CLASS CONCEPTS

Personnel Officer III: Under administrative direction, Personnel Officer III's perform the full range of duties as described in the series concept in a large, complex, multi-faceted department. This class is distinguished from other levels of personnel officer by the responsibility for personnel management in only the largest most complex departments. These departments normally exceed 1200 F.T.E.'s and have a wide variety of occupational categories. Positions in this class manage large professional and support staffs.

Personnel Officer II: Under general direction, Personnel Officer II's perform the full range of duties as described in the series concept. Incumbents are responsible for the personnel function of a medium to large statewide agency, or oversees the daily activities of the personnel function in the largest of state departments.

The Personnel Officer II is distinguished from the Personnel Officer I by the responsibility for managing the personnel function, by the size of department, 600 to 1200 F.T.E.'s, size and kind of staff, complexity of function and decision making and occupational mix of classifications.

Personnel Officer I: Under general direction, Personnel Officer I's plan, organize and direct the statewide personnel management function for a small department. Incumbents usually supervise a small staff of professional or support staff.

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MINIMUM QUALIFICATIONS

PERSONNEL OFFICER III

EDUCATION AND EXPERIENCE: Graduation from an accredited four year college or university in personnel management, public administration, business or related area and five years of progressively responsible professional personnel management experience, including two years of supervisory and personnel program management experience; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal and state laws, rules, and regulations as they apply to the personnel function; modern principles, practices, and methods in the management of a public personnel program, including classification and pay, recruitment and examination, performance appraisal, selection, and employee relations; classification and pay, selection, recruitment and examination, training, safety and employee relations. **Skill in:** directing a diverse group of professional and support staff; analyzing specific problem situations and determining acceptable solutions within the framework of laws, rules and regulations; performing research, collecting and analyzing data, and reporting information; negotiating and applying reason persuasively to resolve employee relations issues; establishing priorities amongst conflicting needs with limited resources.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Skill in: preparing, justifying and administering a comprehensive and diversified budget; prioritizing required tasks to insure that those activities of most importance are given the resources necessary for completion; effectively communicating one-to-one and in front of quasi-judicial, judicial and legislative bodies; advising and serving as internal consultant to top management on all matters relating to the personnel management function; preparing requests for proposals and preparing and administering contracts; effectively working with all levels of management as well as with other community representatives; coordinating, distributing and effectively documenting personnel actions.

PERSONNEL OFFICER II

EDUCATION AND EXPERIENCE: Graduation from an accredited four year college or university in personnel management, business, public administration or related area and four years of progressively responsible professional personnel management experience, including one year of personnel program management experience; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal and state laws, rules and regulations as they apply to the personnel function; modern principles, practices and methods in the management of a public personnel program, including classification and pay, recruitment and examination, performance appraisal, selection, and employee relations; classification and pay, selection, recruitment and examination, training, safety and employee relations. **Skill in:** directing a diverse group of professional and support staff; analyzing specific problem situations and determining acceptable solutions within the framework of laws, rules and regulations; performing research, collecting and analyzing data, and reporting information; negotiating and applying reason persuasively to resolve employee relations issues; establishing priorities amongst conflicting needs with limited resources.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: policies and procedures of the risk management and retirement divisions. **Skill in:** preparing, justifying and administering a comprehensive and diversified budget; prioritizing required tasks to ensure the those activities of most importance are given the resources necessary for completion; effectively communicating one-to-one and in front of quasi-judicial, judicial and legislative bodies; advising and serving as internal consultant to top management on all matters relating to the personnel

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MINIMUM QUALIFICATIONS (cont'd)

PERSONNEL OFFICER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

management function; preparing requests for proposal and preparing and administering contracts; effectively working with all levels of management as well as with other community representatives; coordinating, distributing and effectively documenting personnel actions.

PERSONNEL OFFICER I

EDUCATION AND EXPERIENCE: Graduation from an accredited four year college or university in personnel management, business administration, public administration or related area and three years of progressively responsible professional personnel management experience; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal and state laws, rules and regulations as they apply to the personnel function; modern principles, practices, and methods in the management of a public personnel program, including classification and pay, recruitment and examination, performance appraisal, selection and employee relations; classification and pay, selection, recruitment and examination, training, safety and employee relations. **Skill in:** directing a diverse group of professional and support staff; analyzing specific problem situations and determining acceptable solutions within the framework of laws, rules and regulations; performing research, collecting and analyzing data, and reporting information; negotiating and applying reason persuasively to resolve employee relations issues; establishing priorities amongst conflicting needs with limited resources.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the policies and procedures of the risk management and retirement divisions. **Skill in:** preparing, justifying and administering a comprehensive and diversified budget; prioritizing required tasks to ensure that those activities of most importance are given the resources necessary for completion; effectively communicating one-to-one and in front of quasi-judicial, judicial and legislative bodies; advising and serving as internal consultant to top management on all matters relating to the personnel management function; preparing requests for proposals and preparing and administering contracts; effectively working with all levels of management as well as with other community representatives; coordinating, distributing and effectively documenting personnel actions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	4/01/60	9/01/64	1/01/69
REVISED:	1/01/69	1/01/69	7/01/93P
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