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Job Specification

PERSONNEL OFFICER

DEFINITION

Under direction, is responsible for the human resources functions of an agency or agencies within a jurisdiction. Maintains liaison between the agency and the State Department of Personnel in matters of personnel administration; manages the operation of a personnel work unit and directs one or more personnel functions such as, employee and labor relations, personnel policy development, classification and compensation, and related employment activities; does other related duties.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Maintains liaison between the agency and the State Department of Personnel in personnel matters including appointments, promotions, transfers, demotions, dismissals, and disciplinary actions.

Assists in the establishment of personnel policies.

Provides advice and assistance on personnel issues.

Disseminates policy and procedural information to appropriate staff.

Recruits personnel.

Directs the maintenance of classification and compensation plans.

Assists in directing an employee evaluation program.

Assists in directing the personnel activities of the jurisdiction.

Conducts research for studies involving personnel issues.

Assists in the preparation of ordinances and resolutions for the creation of new positions and other personnel matters.

Plans, organizes, and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective

recommendation of the hiring, firing, promoting, and disciplining of subordinates.

Investigates personnel problems.

Prepares reports.

Directs the establishment and maintenance of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as described below on a year-for-year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Three (3) years of supervisory personnel experience including the review of classification problems and wage studies, handling personnel problems, and coordination of the training needs of the jurisdiction.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of problems encountered in the administration of personnel program.

Knowledge of theory, practices, and procedures of modern personnel administration.

Knowledge of disciplinary and grievance procedures.

Knowledge of employee performance evaluation procedures.

Ability to read and interpret the provisions of New Jersey laws relating to personnel matters and the rules and regulations of the State Department of Personnel and to apply them to specific situations.

Ability to analyze and resolve the personnel and technical problems

involved in the oversight of a personnel program.

Ability to establish and maintain cooperative working relationships with associates and individuals engaged in or concerned with issues relating to public employment.

Ability to prepare reports.

Ability to establish and maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Class Local of or Service Common	Work State Code	Local Class Code	Salary Range	Note
02653@		L C	N/A	33		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

MCK 09/13/2004