

PERSONNEL MANAGEMENT INFORMATION SUPERVISOR

DEFINITION

Under general supervision of a personnel manager, responsible for centralized personnel records systems, provides personnel/payroll action input to the automated human resources information data base system and from this data base or other sources provide reports for a variety of personnel activity measures; may supervise administrative support staff for personnel management services including recruitment, examination, wage and salary administration. Performs related work as required.

EXAMPLES OF DUTIES

Develops and maintains manual record keeping systems and interfaces with information management personnel for the human resources information (ISI) data base system; compile information for reports and assist in consolidation and presentation of data; prepare and present staff information and development programs; provides for liaison with other administrative support agencies; develops, implements and monitors policies and procedures necessary to provide supportive administrative or clerical services; reviews Unemployment Compensation claims with department heads or supervisors to determine if benefits are allowable; maintains word processing files for labor union contracts; participates in budget development activities; may control expenditures from approved budgeted accounts; trains other employees in the use of proper administrative procedures; operates data entry machines, word processing equipment and perform advanced word processing functions; audits entry level positions; may supervise the activities of administrative support personnel including responsibility for effectively recommending hiring decisions, probationary decisions, disciplinary actions, performance evaluations, training of new employees and development of current incumbents; may participate in interview and selection processes.

EMPLOYMENT STANDARDS

Education and Experience: Requires any combination of training and experience equivalent to graduation from high school and three years of general clerical experience including at least one year at the Clerk III level (advanced clerical), including at least one year of word processing or data entry experience. Prefer personnel/payroll records management experience.

Knowledges and Abilities: Thorough knowledge of modern office procedures and practices; ability to supervise the work of others; ability to develop and write policies and procedures; thorough knowledge of data storage systems; knowledge of personnel management; knowledge of electronic data processing applications; ability to perform basic systems analyses; ability to operate standard office machines including word processing equipment; knowledge of advanced

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PERSONNEL MANAGEMENT INFORMATION SUPERVISOR (continued)
Page 2

word processing principles, practices and methods; ability to determine the most efficient and effective utilization of technical procedures available for word processing functions and to implement related procedures and programs; ability to type from source documents or dictation equipment at a speed of 40 net words per minute.

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