



## OPEN JOB ANNOUNCEMENT

### Personnel Specialist II

**ANNOUNCEMENT NO.:** 2022-005  
**DATE POSTED:** May 13, 2022, Friday 8:00am  
**CLOSING DATE:** May 27, 2022, Friday 5:00pm  
**PAY GRADE:** M  
**PAY RANGE:** \$40,762.00 - \$61,143.00  
**Position Title:** Personnel Specialist II

**Reports to:** President & CEO or his Designee

**Summary:** This is moderately complex professional public personnel administration work. The employee in this class performs moderately complex duties in one or more functional areas of the profession independently on an ongoing basis and participates in the more complex professional duties under closer supervision.

#### Qualifications/Requirements:

- a) One year of experience as a Personnel Specialist I or equivalent work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science, or related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

#### Essential Functions:

Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.

- Conducts job analysis on a variety of technical and labor and trades positions to obtain an assessment of job content; participates in work sessions with job knowledge experts to assess, select and document tests items or criteria; participates in developing written and performance tests; participates in the development of oral interview examinations and supplemental application forms, and assists more experienced staff in conducting criterion-related validity studies and administering assessment center programs.
- Analyzes positions and other classification data and makes the appropriate classification and pay allocations; reviews requests for creation of new classes of positions, reassignment of pay ranges, and amendments to class standards and recommends appropriate action; participates in the conduct and disposition of classifications appeals; conducts position audits; review requests for pay adjustment and recommends appropriate action.



- Participates in instructing and presenting training workshops for bureau's employees; selects and utilizes teaching aids; learns and applies the teaching methodology of a variety of training packages; compiles statistical and narrative reports and evaluates the effectiveness of training given to employees; coordinates local or federally sponsored training programs; monitors assigned federally or locally supported training and development programs.
- Evaluate job applications for a wide variety of job announcements for eligibility determination and certification; participates in developing sources of recruitment and write materials publicizing job openings; reviews status of eligible lists, availability of applicants and other reviews status of eligible lists, availability of applicants and other recruitment factors and recommends improved procedures and techniques to enhance recruitment efforts.
- Responds to inquiries regarding the application of personnel laws, rules, regulations, policies, and procedures.
- Conducts studies and analyses directed toward improving the personnel programs and merit system.
- Maintains records and prepares technical reports.
- Performs related duties as required.

### **Knowledge, Abilities & Skills:**

- Knowledge of the principles, practices, and techniques of public personnel administration.
- Knowledge of the principles, practices, and techniques of position classification and salary administration, as required.
- Knowledge of the principles, theory, and practices of test validation and personnel selection procedures, as required.
- Knowledge of the principles, practices, and techniques of employee training and development, as required.
- Knowledge of recruitment principles, practices, and techniques with particular references to eligibility determination, rating, and certification, as required.
- Ability to apply, interpret, and make decisions in accordance with personnel laws, rules and regulations, policies, and other appropriate guidelines.
- Ability to gather and analyze facts and provide technical recommendations.
- Ability to work effectively with employees and the public.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Skills in the safe operation of a motor vehicle may be required.



### **Key Competencies:**

1. Technical Capacity
2. Personal Credibility
3. Thoroughness
4. Collaboration Skills
5. Communication Proficiency
6. Ethical and congenial personality
7. Discretion and cultural sensitivity
8. Flexibility
9. Interpersonal Relations
10. Problem Solving

### **Supervisory Responsibility:**

This position has no supervisory responsibilities.

### **Work Environment:**

While performing the responsibilities of the personnel specialist job, these work environment characteristics are representative of the environment the personnel specialist will encounter. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

### **Physical Demands:**

- This is largely a sedentary role; with occasional filing required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- This position involves activities related to setting up meetings, meeting functions, and facilities.
- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.
- These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the personnel specialist.
- While performing the responsibilities of the personnel specialist job, the employee is required to talk and hear.
- The employee is often required to sit and use their hands and fingers, to handle or feel, and manipulate keys on a keyboard.
- The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and stoop, kneel, crouch, or crawl. Vision abilities required by this job include close vision.



**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Disclaimer:**

This job description does not constitute an employment agreement between the GVB and the employee and is subject to change by GVB, with GVB Board approval, as the needs of GVB and requirements of the job change.

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WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN,  
OR DISABILITY.

/s/

Carl TC Gutierrez  
President and CEO