

Title: <b>Personnel Officer</b>	Effective Date: May 20, 2011	Grade: XVIII	Job Category: Professional
Prior Title: Personnel Officer	Prior Effective Date: October 18, 2010	Grade: XVIII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under the direct supervision of the Human Resources Division Head, this position is responsible for developing and administering Department personnel policies, ensuring compliance with state and federal personnel regulations, and supervising the Personnel Office staff.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Review existing Department personnel policies and practices for compliance with laws.
- Propose revisions to Department personnel policies and practices, as needed.
- Ensure the consistent application of Department personnel policies and practices.
- Coordinate salary administration practices with appropriate Department personnel.
- Review and approve all personnel actions (new hires, transfers, promotions, demotions, and separations).
- Assist in the recruitment and selection of professional and technical employees to fill vacancies.
- Oversee the maintenance of personnel records on all employees.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in human resources management or related field. Supervisory, administrative, and personnel experience. Compensation management knowledge and/or experience. Ability to interpret and apply Department personnel policies and procedures. Ability to communicate effectively and consult with Department supervisors on personnel matters. Ability to establish and maintain cooperative working relationships with others. Ability to create/draft correspondence and reports. Excellent writing skills.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*