

## EDITED KSAPC LISTING

CLASSIFICATION: PERSONNEL SPECIALIST

*NOTE: Each position within this classification may perform some or all of these KSAPCs.*

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge of current office methods, (customer service etc.) to effectively provide personnel/payroll services.
K2.	Basic knowledge of current office procedures, (information disclosure etc.) to provide personnel/payroll services effectively.
K3.	Basic knowledge of current office equipment, (10-key calculator, computer hardware and software etc.) to effectively provide personnel/payroll services.
K4.	Basic knowledge of math principles as they relate to salary determinations, accounts receivable, disability supplementation calculations to effectively provide personnel/payroll services.
K5.	<b>Basic knowledge of the principles and techniques of verbal communication to provide information relating to various personnel/payroll functions.</b>
K6.	<b>Basic knowledge of written communication principles and techniques to provide relevant information concerning various personnel/payroll functions.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Develop various written documents (e.g. correspondence, tables, spreadsheets, charts, etc.) to provide information/data on various personnel/payroll matters.
A2.	Communicate with others (e.g. all levels of staff, control agencies, public, etc.) to exchange and relay information related to various personnel/payroll matters with those contacted during the course of the work.
A3.	Organize and prioritize work to effectively manage work within the constraints of mandated policies and deadlines.
A4.	Communicate clearly with others (e.g. all levels of staff, control agencies, public, etc.) to establish and maintain cooperative working relations with those contacted during the course of the work.
A5.	Maintain personnel/payroll documents (e.g. disability files, Family Medical Leave Act (FMLA), garnishments, etc.) to comply with law, rules, regulations, policies, procedures, etc.
A6.	Operate a computer hardware/software to access/retrieve information and produce personnel/payroll related documents as required.
A7.	Research and analyze various personnel/payroll matters to recommend alternative actions and/or take an appropriate course of action.
A8.	Independently interpret reference materials to comply with law, rules, regulations, policies, procedures, etc.
A9.	Give and follow directions to effectively provide accurate personnel/payroll services as required.
A10.	Gather data to effectively manage workload and to comply with mandated policies and deadlines.
A11.	Design and prepare tables, spreadsheets, and charts to produce personnel/payroll related documents as required.
A12.	Advise employees of their rights (e.g. disability files, Family Medical Leave Act (FMLA), garnishments, etc.) to comply with law, rules, regulations, policies, procedures, etc.

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A13.	Communicate effectively to provide information/data on various personnel/payroll matters, as requested
A14.	Establish and maintain cooperative working relations with those contacted during the course of the work on a daily basis.
A15.	Create/draft correspondence to provide information/data on various personnel/payroll matters, as requested
A16.	Maintain personnel records for all allocated positions to ensure accurate record keeping, of position, and employment history from PAR, on an ongoing basis.

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Tact
PC2.	Good judgment
PC3.	Honesty
PC4.	Ethical behavior