

EDITED KSA LISTING

CLASS: INSTITUTIONAL PERSONNEL OFFICER II

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
1.	Comprehensive knowledge of and the ability to interpret laws, rules and regulations to maintain the integrity and accuracy of personnel record keeping, personnel/payroll transactions and certification processes used in State departments in order to effectively perform personnel program functions.
2.	Comprehensive knowledge of and the ability to interpret laws, rules and regulations to maintain the integrity of the classification and pay program used in State departments in order to effectively perform personnel program functions.
3.	Comprehensive knowledge of and the ability to interpret laws, rules and regulations to administer the Workers Compensation program used in State departments in order to ensure program compliance.
4.	Comprehensive knowledge of and the ability to interpret laws, rules and regulations to administer the Return to Work, safety and employee wellness programs used in State departments in order to ensure program compliance.
5.	Comprehensive knowledge of techniques of employee recruitment, selection, and hiring processes including rules, policies and procedures in order to effectively administer the civil service merit system.
6.	General knowledge of principals of employee relations and performance evaluation in order to develop and enhance employee performance.
7.	General knowledge of the principles of effective supervision in order to train, plan, organize and direct staff.
8.	General knowledge of office practices and procedures including the use of computers, operating systems and software and other office equipment in order to effectively perform duties.
9.	Comprehensive knowledge of grammar principles (i.e., proper sentence structure, spelling, punctuation, etc.) to provide written correspondence in order to communicate in a professional manner.
10.	General knowledge of and the ability to interpret laws, rules, regulations and MOU's in order to administer the labor relations program.
11.	General knowledge of a supervisor's role in the Equal Employment Opportunity Act and the processes available to meet Equal Employment Opportunity objectives in order to maintain a work environment that is free of discrimination and harassment.

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#	Knowledge, Skill, Ability
	Skill to:
S1.	Skill to interpret and apply laws, rules, policies and procedures relating to personnel operations in order to determine and implement effective course of action.
S2.	Skill to analyze situations accurately in order to determine and implement an effective course of action.
S3.	Skill to take/recommend an effective course of action to ensure work is completed accurately and within established timeframes.
S4.	Skill to exercise tact and good judgment in responding to a variety of contacts from the public and departmental employees to maintain good working relationships with those contacted in the course of the work.
S5.	Skill to communicate effectively both orally and in writing in order to effectively respond to written and/or verbal inquiries.
S6.	Skill to process work timely and accurately in order to effectively manage workload and to comply with mandated policies and deadlines.
S7.	Skill to plan, organize, direct and evaluate the work of staff in order to efficiently and effectively supervise staff, ensure work is completed in a timely manner and identify training needs.
S8.	Skill to assess training needs of staff in order to develop and recommend necessary courses.
S9.	Skill to develop staff in order to help them maximize their potential in the unit and learn the knowledge and skills necessary for upward mobility.
S10.	Skill to establish and maintain cooperative working relationships with those contacted in the course of the work in order to exchange information related to personnel operations.
S11.	Skill to effectively contribute to the department's Equal Employment Opportunity objectives in order to maintain a work environment that is free of discrimination and harassment.
	Ability to:
A1.	Develop and administer training programs to ensure staff have the knowledge to perform their duties.
A2.	Appraise qualifications of applicants and interview effectively to ensure a well qualified workforce.
A3.	Train and supervise subordinates in order to ensure the integrity and accuracy of the personnel program.
A4.	Effectively contribute to the Department's safety, health, labor relations and Equal Employment Opportunity objectives in order to maintain a work environment that is free of discrimination and harassment

Bold text-indicates not on Classification Spec.