

**CITY OF SALEM
PERSONNEL ASSISTANT**

**00072
30072
50072**

NATURE OF WORK

This is para-professional personnel work.

Work involves responsibility for the performance of technical functions in the City's personnel program to include recruitment, placement, and project work of some complexity and variety. An employee of this class maintains liaison with operating departments on personnel needs, and advises on the formulation of personnel policies and regulations. Work is performed with considerable independence within the framework of major goals and is reviewed by results in conference with the Director of Personnel and Personnel Analyst. Supervision of clerical staff is a responsibility of this position.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Maintains file on requests for filling positions. Confers with department personnel to determine personnel needs; interviews applicants for employment; evaluates education and experience of applicants; refers qualified applicants to appropriate officials; recommends qualified personnel.

Conducts exit interviews; analyzes personnel turnover statistics; recommends appropriate courses of action for problem areas.

Advises City personnel on personnel rules, regulations, and employee benefits.

Supervises clerical staff in the maintenance of personnel files, receptionist services, filing and related services.

Performs research in support of Personnel Department projects.

Provides technical assistance in the areas of employee development, testing, validation studies, and affirmative action.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in technical personnel work in a public or private personnel office or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Knowledge of a variety of testing methods and validation methodology or the ability to acquire such knowledge during a training period.

Knowledge of municipal government operations or the ability to acquire such knowledge during the orientation and training period.

Knowledge of assessment center methodology is desirable.

Typing skills and experience with personal computer software is desirable.

Ability to secure complete and accurate information from personal interviews.

Ability to develop effective liaison relations with operating departments and other staff agencies.

Ability to express ideas effectively orally and in writing.

Some positions may require possession of a valid Oregon driver's license or Class 4 license and the ability to meet the City's driving standards.

Personnel Director
