

Classification and Qualification



STANDARDS

The California State University System

Personnel Assistant

Class Code 5151

Date Established 09-01-70

Date Revised 01-01-78

Occupation Index Reference H05

DEFINITION:

Under immediate supervision, continues to receive on-the-job training in the principles, concepts, work processes, laws, rules and reference materials pertinent to the professional operation of the Personnel Office; performs assigned duties in position classification, recruiting, benefits or other personnel processes; and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Administrative Trainee class by the fact that it is an advanced trainee level whereas the Administrative Trainee is for entrance level positions.

Examples of Typical Activities:

The purpose of the training assignment is to provide a greater depth of understanding and familiarity with the organization and programs of the campus, as well as to provide the opportunity to apply personnel principles, procedures and techniques to actual operating situations. Generally, the assignments are specifically selected so that the individuals may apply a gradually increasing knowledge of, and skill in, securing, analyzing and evaluating the facts upon which recommendations on appropriate courses of action are made. Training involves reading and discussing the fundamentals of personnel management and the techniques of position classification, recruiting, training, employee relations program and benefits.

Assignments in position classification generally deal with entrance level clerical and trades classes or with other classes of positions where the classification determinations can be made by direct application of specific standards or other established evaluation guides.

Incumbents receive staffing assignments which generally deal with classes of positions in which qualifying work experience is relatively easy to identify and evaluate and promotional career patterns are well defined. Also, incumbents at this level may review position vacancies and identify special qualifications required, or review position descriptions to determine if any changes have occurred in the positions since they were last filled.

Individuals in positions in this class are provided with detailed instructions with each assignment and the completed work is reviewed closely.

Personal contacts at this level are limited and are mainly to obtain and exchange information, answer specific questions and to explain well established policies, procedures, or standards.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Working knowledge of the methods and problems of organizations and management; working knowledge of research techniques and statistics.

Ability to understand and apply the principles, concepts, and work processes, laws, rules and reference materials pertinent to the professional operations of a personnel office; ability to gather and analyze data; reason logically, and make appropriate recommendations; ability to establish and maintain cooperative working relationships; ability to clearly communicate ideas and recommendations; ability to write clear and concise reports.

and

Experience:

Equivalent to six months of experience which has provided the applicant with exposure to routine administrative staff procedures such as research and analysis, personnel administration, budget preparation or program management.

and

Education:

Equivalent to graduation from a four-year college or university. Additional qualifying experience which has demonstrated that the applicant has acquired and successfully applied the knowledges and abilities shown above may be substituted for the required education on a year-for-year basis.

Work Week Group: 4A
Premium O/T: No
Shift Differential: No
Employee Category: Administrative