

LANCASTER COUNTY
STAFF SERVICES SPECIALIST

NATURE OF WORK

This is technical staff work coordinating a variety of agency personnel and operations functions.

Work involves responsibility for interviewing and evaluating the work experience and training of direct hire and pre-qualified applicants; making applicant selections and conducting new employee orientations; maintaining employee personnel records; and processing group insurance applications and worker's compensation claims on a computer system. Work includes advising and assisting managers and supervisors with employee performance disciplinary problems and dismissals and adherence to County Personnel rules, applicable labor agreements, and agency regulations and policies. Work also includes preparation of statistical reports relative to staffing, turnover and work leave usage; and coordination of personnel matters with other City/County Departments concerning employment needs, eligibility lists and promotional opportunities. Work is performed independently and is reviewed by an administrative superior in the form of written reports and results achieved.

EXAMPLES OF WORK PERFORMED

Interview and evaluate the work experience and training of direct hire and pre-qualified candidates for employment after consultation with appropriate manager or supervisor; confirm job applicant selections for vacancies.

Develop and conduct comprehensive new employee orientation sessions including interpretation of County and agency rules, policies and procedures.

Prepare letters, reports and other documents requiring knowledge of departmental operations and protocols.

Consult with managers and supervisors concerning procedures and corrective measures used in resolving disciplinary problems and dismissals.

Determine, develop and implement agency personnel procedures in accordance with County Personnel Rules and applicable labor agreements.

Maintain computerized personnel and insurance eligibility records; compile statistical reports relating to staff work time and attendance, leave accrual and usage, turnover and staffing levels.

Act as liaison between agency and City/County Personnel Department; coordinate personnel matters with other City/County Departments concerning employment needs, eligibility lists and promotional opportunities.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of administrative policies and operating procedures related to the recruitment, evaluation and testing of applicants.

Knowledge of public organizational structure, and type and content of a wide variety of positions found in governmental agencies.

Knowledge of state and federal laws related to recruitment, selection and employment.

Knowledge of modern office practices and procedures.

Knowledge of computer systems and automated data entry.

Ability to maintain a variety of personnel records and files.

Ability to analyze administrative problems and situations and to present appropriate facts and decisions concisely in written and oral form.

Ability to conduct interviews and obtain and evaluate information received.

Ability to establish and maintain effective working relationships with County elected and appointed officials, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school supplemented by specialized training in public or business administration, personnel or related field, plus six months of experience in personnel work; or any equivalent combination of training and experience that would provide the desired knowledge, abilities and skills.

10/77

Revised: 12/95

PS2321