PERSONNEL SPECIALIST, SENIOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
HUMAN RESOURCES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SPECIAL QUALIFICATIONS DESIRED: PERSONNEL ADMINISTRATION, HRM/PAYROLL AND KRONOS TIME AND LEAVE EXPERIENCE, EMPLOYEE RELATIONS. EMPLOYEE WILL SERVE AS AN HR GENERALIST FOR THE OFFICE OF INSURANCE COMMISSIONS' HUMAN RESOURCES UNIT IN MULTIPLE FACETS, SUCH AS: PERSONNEL TRANSACTIONS, EMPLOYEE RELATIONS, PAYROLL, POSTINGS, AND RECRUITMENT. WILL PROVIDE COMPLEX ADMINISTRATIVE SUPPORT SERVICES IN THESE AREAS AND PROVIDE GUIDANCE TO EMPLOYEES AND MANAGERS ON THE PROCESSES. EMPLOYEE WILL DEAL WITH ISSUES RELATED TO LEAVE, PERFORMANCE EVALUATIONS, CLASS AND COMP, APPLICATIONS/STAFFING, RECRUITMENT, AND PAYROLL. DEVELOPS AND INTERPRETS PROCEDURES AND POLICIES RELATED TO THE HRM/PAYROLL/KRONOS SYSTEM. ASSISTS DIRECTOR IN INITIATING AND APPROVING VACANCY ANNOUNCEMENTS, PERSONNEL TRANSACTIONS, AND PAYROLL,AS NEEDED. TRACKS GRIEVANCE MATTERS AND COMPLETES COST FORMS. ATTENDS GRIEVANCE HEARINGS AS NEEDED. CONDUCTS INTERNAL INVESTIGATIONS AS REQUESTED BY THE DIRECTOR OR COMMISSIONER. ASSISTS WITH EMPLOYMENT LAW RESEARCH AND DRAFTING EMPLOYEE DISCIPLINARY LETTERS. WILL BE RESPONSIBLE FOR RECRUITING AND STAFFING EFFORTS. DEVELOP, IMPLEMENT, AND MAINTAIN A RECRUITMENT PLAN AND EMPLOYEE HANDBOOK.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. SUBSTITUTION: FULL TIME OR EQUIVALENT PART TIME EXPERIENCE IN PROFESSIONAL PERSONNEL WORK, OR IN RESPONSIBLE CLERICAL WORK PROCESSING APPLICATIONS, REGISTERS, OR OTHER PERSONNEL ACTIONS WHICH REQUIRE FAMILIARITY WITH MERIT SYSTEM RULES AND REGULATIONS AND PERSONNEL POLICIES AND PROCEDURES

MAY SUBSTITUTE ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING.
(OR) SUCCESSFUL COMPLETION OF COLLEGE COURSE WORK FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY THROUGH AN ESTABLISHED FORMULA, SUBSTITUTE FOR THE REQUIRED TRAINING.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL PERSONNEL EXPERIENCE IN ONE OR MORE OF THE AREAS OF ASSIGNMENT.
SUBSTITUTION: GRADUATE COURSE WORK FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY SUBSTITUTE ON A YEAR-FOR-YEAR BASIS.
NOTE: A VALID DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 014 $29,400.00 - $54,396.00

DEADLINE: JUNE 06, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS160023 ON APPLICATION