

EDITED TASK LISTING

CLASS: Personnel Selection Technician

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Interpret policies, procedures, and guidelines to provide technical assistance to department/Agency personnel (YACA/YOPB) using various resources (i.e., Selection/Certification/On-line Manuals, State Personnel Board (SPB) Laws and Rules) on an on-going basis.
2.	Communicate in a professional and effective manner with others (i.e., co-workers, supervisor, programs, outside agencies and public) to establish effective working relationships maintaining confidentiality in all situations utilizing tact and interpersonal skills on a daily basis.
3.	Review and detail applications to determine candidates' eligibility (i.e., apply appropriate accepted/rejected, flag codes, etc.) to participate in the examination process utilizing classification specifications, Selection Manual, SPB Laws and Rules as required.
4.	Create and maintain files to establish exam/certification records (i.e., history files, etc.) for future reference utilizing procedures and standardized policy (DOM, SPB selection manual, retention guidelines) as required.
5.	Prepare labels/envelopes/packages for mailing including confidential materials (i.e., copying, faxing, addressing, stuffing, assembling, etc.) utilizing copiers, fax machine, sorting equipment, etc., as directed.
6.	Act as proctor to administer written or written performance exam to ensure that the proceedings adhere to SPB laws and rules and established guidelines governing the selection process utilizing proctor instructions/manuals, test materials, etc., as needed and/or requested by management.
7.	Advise/consult with a supervisor/manager to clarify complex issues in the interpretation/application of laws and rules utilizing Selection/Certification/On-line Manuals, State Personnel Board Laws and Rules and departmental personnel policies (DOM) as needed.
8.	Request and process certification list of eligibles in accordance with submittal of personnel action request from appointing authority to provide viable candidate hiring pool (i.e., transfer of eligibility, appropriates, formal/informal and State Restrictions of Appointment (SROA), proficiency certification, order contact letters, etc.) utilizing SPB on-line certification, laws, rules, policies and procedures as required.
9.	Input data into SPB's on-line system (i.e., candidate application, Qualifying Appraisal Panel [QAP]/written schedule, scores, location preference, tenure/time base, etc.) to create an automated data file of applicants and administer an exam for a specific classification to fill vacancies within the department utilizing timeframes allotted through the exam/certification process on a daily basis.

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10.	Maintain and update eligibles records on the certification list (i.e., active/inactive, vet points, career credits, withholds, address change, etc.) through correspondence, personal interview and proper list clearance to ensure that all information is current utilizing Selection/Certification/On-line Manuals, State Personnel Board Laws and Rules, departmental personnel policies (DOM) and procedures as required on a daily basis.
11.	Schedule written or QAP exams (i.e., identify and secure sites, schedule and notify candidates/panel) to assist in the administration of the exam process utilizing various resources such as time schedules, timeframes, location breakdown, maps, etc., as required.
12.	Prepare and arrange necessary examination materials to be distributed and shipped timely for administration of exam utilizing various resources (i.e., knowledge, check list, policies and procedures, etc.) as required.
13.	Process exam materials to establish an employment list (i.e., audit materials, enter scores, notify candidates of final results, etc.) in accordance with SPB laws and rules, policies and procedures and established guidelines governing the selection process , utilizing various personal computer software, SCO/SPB on-line system as required.
14.	Provide input in the development of procedures to ensure consistency in the interpretation and application of laws and rules and departmental policies utilizing various resources (i.e., selection manual, exam/cert manual, Title 15, SPB/DPA laws and rules, etc.) as required.
15.	Provide SPB on-line certification training to the institutions and act as a liaison between the institutions and SPB to resolve complex issues, interpret of laws and rules utilizing various resources (i.e., selection manual, on-line cert manual, etc.) as needed.