

EDITED TASK LISTING

CLASS: Supervising Personnel Selection Technician

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

Task #	Task
1.	Interpret policies, procedures, and guidelines to provide technical assistance to department personnel 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 history files 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 a proctor to administer written exams to ensure that the proceedings adhere to SPB laws, 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 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.

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8.	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 process on a daily basis.
9.	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.
10.	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.
11.	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.
12.	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.
13.	Review the work of staff to ensure tasks are adhered to correctly and accurately in order for the examination to be conducted in a fair and legitimate manner utilizing applicable laws, rules and SPB policies on a daily basis.
14.	Monitor the work of staff to ensure tasks are adhered to correctly and accurately in order for the examination to be conducted in a fair and legitimate manner utilizing applicable laws, rules and SPB policies on a daily basis.

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15.	Conduct hiring interviews to select qualified individuals to perform selection duties utilizing job-related interview questions and rating criteria while promoting the department's Equal Employment Opportunity policies and practices on an as-needed basis.
16.	Conduct reference checks for applicants being considered for hire to determine the appropriateness and relatedness of prior work experience to current job requirements and performance expectations in the work unit utilizing employee reference checklists and personnel file reviews on an as needed basis.
17.	Review examination timeframes in order to equally direct/assign the workload of staff to ensure appropriate assignments are distributed utilizing analysis of the departmental exam plan, workload hours, staff skill sets, etc. on an on-going basis.
18.	Assess and train staff on daily workload activities to ensure compliance and appropriateness of examination processing utilizing various resources (i.e., selection manual, exam sample binder, Title 15, SPB/DPA laws and rules, etc.) on a daily basis.
19.	Provide feedback to staff regarding work performance, both verbally and in writing utilizing probation reports, IDP's, one-on-one consultations, etc. to create a positive work environment and assist staff in successful job performance on an on-going basis.
20.	Conduct staff meetings to discuss process improvements and sharing of new information while promoting open communication in order to build a cohesive team environment utilizing best practices, resources, exam tools, etc. on an on-going basis.
21.	Reinforce and reward the contributions, accomplishments and positive performance of staff in order to build a cohesive team environment utilizing formal acknowledgements, letters of accommodation, certificates, etc. on an on-going basis.

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22.	Resolve performance problems by planning and implementing measures to improve employee performance utilizing work improvement discussions, counseling memorandums, letters of instruction, etc. in order to prevent further disciplinary actions on an as needed basis.