

POSITION: Personnel Technician III
DEPARTMENT: Macon County Department of Social Services
Grade: 31
Starting Salary: \$49,152.00
Position Number: 530017
Posted: July 20, 2023
Closing Date: **Until filled**



GENERAL DEFINITION OF WORK:

This position is advanced and specialized work as a program and technical assistant in several functional areas in the personnel office for Macon County Department of Social Services. Works with DSS Director and assists them in implementing and maintaining a broad and comprehensive personnel program. Supervises one Computer Support Technician II. Responsible for daily information given, records processing and maintenance, and procedural and policy aspects of employee relations, recruitment, and policy administration. Performance of ongoing activities consumes much of the time. Responsible for recommending and developing new methods and approaches to improve service delivery. Work evaluated by the Department of Social Services Director for adherence to policies and personnel program objectives through discussions and review of work in progress.

Specialty areas include Employee Relations, Manpower Planning, Policy Administration, Position Analysis and Staff Development.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform essential functions.

ESSENTIAL FUNCTIONS:

Planning, evaluation, organizing & directing, setting/reviewing work standard, counseling and disciplining, other personnel functions including personnel policy administration, manpower planning/position analysis/recruitment/selection and retention of employees, maintenance of personnel files, preparation of personnel action forms, liaison to county administration for routine personnel matters, position administration, staff orientation and training, database administration, social media management, American Red Cross Shelter management, and benefits coordinator. This position also serves as Clerk to the Department of Social Services Board.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to interpret, apply, and communicate a variety of policies, procedures, and regulations; to exercise sound judgment in gathering and evaluating employee and position information; to establish and maintain effective working relationships with employees, administrative officials, and the general public; to express oneself clearly and concisely in oral and written form; to work independently and to make and defend procedural decisions, to assign and review the work of other technicians and clerical employees (may be required). Considerable knowledge of the personnel policies and procedures, preferably of the program area of assignment and of agency or institution programs and organization; general knowledge of the occupational areas to which assigned and position classification methods and techniques (Position Analysis); some knowledge of staff development and training principles and techniques; ability to communicate effectively before a group (Staff Development).

EDUCATION AND EXPERIENCE:

Graduation from high school and six years of progressively responsible administrative work including at least one year of technician-level experience directly related to the functional area(s) of assignment including the application and interpretation of policies and procedures; or graduation from a four year college or university and two years of technician-level experience directly related to the functional area(s) of assignment including the application and interpretation of policies and procedures; or an equivalent combination of training and experience.

HOW TO APPLY:

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the
NC Works Career Center
23 Macon Avenue
Franklin, N.C.

Mail to:

5 West Main Street
Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER

All prospective employees are subject to a criminal background check