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ADMINISTRATIVE SERVICES ASSISTANT II
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
HUMAN RESOURCES SECTION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE LIMITED SUPERVISION OF THE SENIOR
MANAGER, HUMAN RESOURCES, THIS EMPLOYEE PERFORMS
COMPLEX ADMINISTRATIVE/SUPERVISORY
RESPONSIBILITIES IN ASSISTING AND PROVIDING
BACK-UP TO THE SENIOR MANAGER, HUMAN RESOURCES.
THIS EMPLOYEE WILL SUPERVISE THREE ADMINISTRATIVE
SERVICES ASSISTANT I'S, ONE PAYROLL ASSISTANT, AND
ONE TEMPORARY OFFICE ASSISTANT III.
RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:
ENSURE COMPLIANCE WITH EQUAL EMPLOYMENT
OPPORTUNITY AND AFFIRMATIVE ACTION POLICIES AND
DIRECTIVES; OVERSEES THE CALCULATION OF TENURE
FOR EXISTING AS WELL AS ALL NEW EMPLOYEES;
APPROVE LEAVE REQUESTS AND ENSURE THAT THERE IS
PROPER COVERAGE FOR HUMAN RESOURCES TO OPERATE
IN A TIMELY AND EFFICIENT MANNER; OVERSEES THE
PROCESSING OF ALL NEW APPOINTMENTS, PROMOTIONS,
REALLOCATIONS, SEPARATIONS, ETC; PREPARE AND
PUBLISH VACANCY ANNOUNCEMENTS FOR THE AGENCY;
FUNCTION AS THE AGENCY CONTACT WITH THE WEST
VIRGINIA DIVISION OF PERSONNEL UNDER THE
DIRECTION OF THE SENIOR MANAGER, HUMAN RESOURCES;
PROVIDE CONSULTATION AND ADVISE SUPERVISORS AND
MANAGERS REGARDING THE HIRING PROCESS BOTH
EXTERNAL AND INTERNAL; PROVIDE TRAINING ON HIRING
PRACTICES AND HIRING PROCESSES TO SUPERVISORS AND
MANAGERS; RESPOND TO ALL INQUIRIES REGARDING
VACANCIES AND APPLICATION PROCESS; FUNCTION AS
LISTED CONTACT FOR ALL AGENCY VACANCY
ANNOUNCEMENTS AND REVIEW ALL APPLICATIONS FOR
ELIGIBILITY; COORDINATE, RESEARCH, AND PREPARE
DRAFT MATERIALS REGARDING DISMISSALS, DISCIPLINARY
ACTIONS, AND GRIEVANCES FOR THE SENIOR MANAGER,
HUMAN RESOURCES; PREPARE A VARIETY OF PROPOSALS,
POLICIES, HANDBOOKS AND MANUALS IN DRAFT FOR THE

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SENIOR MANAGER, HUMAN RESOURCES; PREPARE AND MAINTAIN THE WEST VIRGINIA DIVISION OF REHABILITATION SERVICES EEO AND AFFIRMATIVE ACTION PLANS AND CREATE YEARLY REPORTS. ASSIGNMENTS REQUIRE A HIGH DEGREE OF TECHNICAL KNOWLEDGE AND ANALYTICAL SKILL AND THE ABILITY TO ORGANIZE COMPLEX WORK IN A PROJECT OR TEAM SETTING WHERE ACCOUNTABILITY IS ASSIGNED FOR MEETING DEADLINES AND QUALITY REQUIREMENTS. WORK INVOLVES THE COMPLETION OF DIFFICULT, SENSITIVE, AND CONTROVERSIAL ASSIGNMENTS. SUCCESSFUL APPLICANT SHOULD HAVE EXCELLENT WRITTEN AND ORAL COMMUNICATION SKILLS TO COMPOSE A VARIETY OF WRITTEN MATERIALS AS WELL AS THE ABILITY TO DEAL EFFECTIVELY WITH EMPLOYEES, SUPERVISORS, AND MANAGERS AT ALL LEVELS WITHIN THE AGENCY AND THE GENERAL PUBLIC. PUBLIC SPEAKING AND TRAINING SKILLS ARE AN ESSENTIAL ASSET FOR THIS POSITION. PERFORMS OTHER RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH A MAJOR IN THE AREA OF PUBLIC OR BUSINESS ADMINISTRATION, ACCOUNTING, INDUSTRIAL RELATIONS, COMMUNICATIONS OR RELATED FIELD.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN A TECHNICAL OR PROFESSIONAL POSITION PROVIDING ADMINISTRATIVE SERVICES SUCH AS ACCOUNTING, BUDGETING, PROJECT MONITORING AND REPORTING, PERSONNEL, OR PROCUREMENT AND PROPERTY.
SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY IN ONE OF THE ABOVE FIELDS MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 011 \$24,912.00 - \$46,092.00

DEADLINE: FEBRUARY 08, 2018

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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. TERRY W. BLAIR
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS1805 ON APPLICATION