



DEPARTMENT OF SOCIAL SERVICES
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429
(910) 323-1540 • Fax (910) 677-2232

NOTICE OF VACANCY

March 16, 2010

POSITION #: 151-18-251

CLOSING DATE: MARCH 25, 2010

TYPE OF VACANCY: PERSONNEL TECHNICIAN II
Business Operations

SALARY GRADE: 66

ANNUAL SALARY: \$35,348

CONDITIONS OF EMPLOYMENT: (The selected applicant will be subject to the following conditions prior to appointment). Failure to complete or fulfill these conditions may result in withdrawal of the conditional employment offer. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be a basis for withdrawal of the conditional employment offer. Criminal background check required. Has or is able to obtain a valid North Carolina drivers license. Basic computer literacy is required to successfully meet expectations of this position. Competency in Windows, Word, and e-mail are essential.

MINIMUM EDUCATION & EXPERIENCE REQUIRED: Graduation from high school and five years of progressively responsible administrative work including at least two years of experience in administering a personnel program(s) for a work unit or in a personnel office, preferably related to the area assigned to the position; or, graduation from a four year college or university and one year of experience in administering a personnel program(s) for a work unit or in a personnel office, preferably related to the area assigned to the position; or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS & ABILITIES: Ability to interpret and apply standards personnel policies, procedures, and regulations to a variety of personnel transactions; to gather, compile, and evaluate position and employee information; to exercise judgment in evaluating situations and making recommendations concerning employees and positions, transactions, and problems; to establish and maintain effective working relationships with employees, administrative officials, and the general public; to express oneself clearly and concisely in oral

...partnering with families and the neighborhoods where they live to plan and provide early help to vulnerable families....

and written form; to work independently and to make recommendations; and to organize and supervise the work of other technicians and clerical employees (may be required).

DUTIES: This position is responsible for the oversight of the DSS personnel management system, the enforcement of Federal, State and County Personnel regulations and policies concerning employment and employee benefits. The person in this position develops and maintains a personnel management system that meets top management information needs and utilizes developed occupations data to evaluate or suggest improved methods and techniques for recruiting, selecting, promoting, evaluating and training workers and administration of related personnel programs.

The person in this position must supervise all employee disciplinary processes. This position maintains the County Personnel Code book, State Personnel Manual and DSS Personnel Policies. The person in this position studies policies, prior personnel decisions, and assesses agency compliance. The Personnel Technician also writes and delivers presentations to management and supervisory staff regarding personnel policies and practices and represents or assists management in labor relations, negotiations and hearings.

This employee uses the County Code, State Personnel Manual and DSS Personnel Policies, memorandums from the County, State or Regional Offices. This employee must be knowledgeable of the Family Medical Leave, Americans with Disability Act, EEO, FLSA, etc.

APPLICATION: All agency employees should contact MARTA FUSSA, at Ext. 2599, or martafussa.ccdssnc.com. All other applicants should mail a State Application (PD 107) with attached *applicable transcripts from an appropriately accredited college or university* to Cumberland County Department of Social Services, P. O. Box 2429, Fayetteville, NC 28302. **Applications must be received in this office by 5:00 PM (or if mailed, post marked) on the application closing date listed on this announcement.** *All applicants will be considered, but not necessarily interviewed.*

FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.

Appointment to position within the Cumberland County Department of Social Services shall be made without regard to race, sex, age, religious preference, political affiliation, or handicapping condition.

THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CCDSS IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE INDICATE THE POSITION NUMBER(S) WHEN APPLYING.