

Roles and Responsibilities:

The Division of Personnel and the Appointing Authority

Division of Personnel	Appointing Authority
Appointment and Training <ul style="list-style-type: none">• Announces classes open for recruitment• Screens & examines applicants for registers• Certifies names and audits certificates• Provides supervisory and management training	<ul style="list-style-type: none">• Advertises individual job vacancies• Screens, interviews, checks references• Selects applicants• Provides on the job training and orientation on agency policy and procedures
Employment <ul style="list-style-type: none">• Implements performance appraisal system• Maintains regulations governing hours of work, overtime, time off and pay• Maintains regulations governing demotion, suspension, dismissal• Approves layoff and associated transfer, demotions and layoff actions	<ul style="list-style-type: none">• Assesses individual employee performance• Establishes agency policy, approves payroll, leave usage• Establishes agency policy and determines when discipline is warranted and the appropriate action• Identifies division, program, classes
Labor Relations <ul style="list-style-type: none">• Coordinates and leads negotiations between agencies and unions• Maintains communication between the State and labor leadership	<ul style="list-style-type: none">• Agencies represent their specific interests• Administer the agreement• Establish, interpret and apply agency policy and process grievances
Classification <ul style="list-style-type: none">• Maintains classification system toward equity among duties, responsibilities and qualifications of jobs to be performed	<ul style="list-style-type: none">• Determines when the duties of a position have changed or when a new job classification may be necessary.• Determines the specific pay rate (within the range) to which an employee is appointed / promoted or reclassified.