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HUMAN RESOURCES MANAGER, DIVISION OF PERSONNEL

Nature of Work

Under administrative direction, at the advanced level, performs complex administrative work assisting a Human Resources Assistant Director, Division of Personnel for one of the essential functional areas within the Division of Personnel. Work requires substantial development, analysis, interpretation and application of policies, procedures, laws, rules and regulations specific to the operation of statewide human resources functions. These positions are required to have vast knowledge pertaining to the responsibilities of the Division of Personnel and state government, in general. Duties involve the oversight of professional, paraprofessional, specialized and clerical positions. Incumbents perform work under minimal supervision and are granted a wide latitude for independent action. Performs related work as required.

Distinguishing Characteristics

This position reports to the Assistant Director of a section within the Division of Personnel, and oversees the day-to-day functions of the assigned unit. The position supervises a team of professionals that provide human resource consultative and advisory services to state agencies with regards to the area of assignment.

Examples of Work

Assists in the management of a specific section of the Division of Personnel, which includes planning operations, directing and fostering subordinate employees, developing policies and procedures and providing input into management of the Division's budget.

Ensures compliance with all applicable policies, procedures, laws, rules and regulations.

Assists the Assistant Director, Division of Personnel with human resources functions of the section as related to hiring, terminations, promotions, demotions and employee discipline.

Evaluates operations and procedures for efficiency and efficacy.

Prepares or oversees the preparation of reports reflecting the operational status of the section and/or division.

Oversees and works closely with Division of Personnel and agency assigned staff on submissions to the State Personnel Board.

Provides guidance and technical assistance to Division of Personnel employees, agency leadership and human resources employees on designated statewide programs.

Plans, directs and oversees special projects/initiatives related to human resources in functional area of assignment.

Oversees research, data compilation, reporting and the preparation of any documentation/information specific to assigned section requested by various entities, public and/or private.

Drafts and interprets uniform policies and operational procedures to ensure fair and equitable treatment of merit system employees.

Provides consultation services regarding Division of Personnel law, rule and policy as well as the grievance procedure and federal and state personnel related laws to both agencies and employees.

Provides technical assistance and guidance to employers and employees regarding issues such as disciplinary action, sexual harassment, supervision, performance management, grievance resolution and other personnel matters.

Processes criminal record checks and provides input into suitability determinations.

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HUMAN RESOURCES MANAGER, DIVISION OF PERSONNEL (cont'd)

Examples of Work (cont'd)

Reviews, distributes, and obtains signatures for proposed settlement agreements pertaining to classified employees.

May represent assigned section or the entire division within a variety of venues.

May testify as an expert witness at grievance hearings or in courts of law when required.

Knowledge, Skills, and Abilities

Knowledge of the organization and specific functions of the Division of Personnel and general state government functions.

Knowledge of all applicable policies, procedures, laws, rules and regulations.

Knowledge of human resources theories, practices and operations.

Knowledge of theories, practices and operations specific to assigned functional area.

Knowledge of the principles and techniques of management including, planning, staffing, training, budgeting and reporting.

Knowledge of federal and state legislative processes.

Skill in interviewing, employee selection and performance evaluation.

Skill in writing and reviewing highly specialized reports and information.

Ability to supervise subordinate employees effectively, serving as a leader and example.

Ability to draft policies, procedures, rules and regulations.

Ability to evaluate operations and analyze information.

Ability to testify in hearings and proceedings.

Ability to maintain confidentiality and utilize discretion in all aspects of work.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with a wide variety of individuals.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

Experience: Four (4) years of full-time or equivalent part-time paid experience related to human resources or public administration functions, two (2) of which must have been in a lead work or supervisory capacity.

Substitution: Full-time or equivalent part-time paid experience related to human resources or public administration functions may substitute on a year-for-year basis for the required training. Graduate coursework from a regionally accredited college or university may substitute for the required experience on a year-for-year basis.

OR

Any combination of experience as described above and successful completion of college coursework from a regionally accredited college or university may be substituted for the above training on a year-for-year basis.

Special Requirement: A valid driver's license may be required.

Promotional Only: Seven (7) years of full-time or equivalent part-time paid professional experience in the area of human resources may substitute for the required training and experience, two (2) of which must have been in a lead work or supervisory capacity.

Established: 11/25/2017

Effective: 11/25/2017