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HUMAN RESOURCES ASSISTANT DIRECTOR, DIVISION OF PERSONNEL

Nature of Work

Under administrative direction, at the advanced level, performs complex administrative work managing 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 serve as statewide subject matter experts in specific areas of assignment, but are also 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 and may involve the oversight of managerial and supervisory positions. Incumbents perform work under minimal supervision and are granted wide latitude for independent action. Performs related work as required.

Examples of Work

- Oversight and 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.
- Serves as a subject matter expert related to area of assignment in order to advise the Deputy Director or Director of Personnel, as well as serves as a liaison to other agency heads and/or representatives.
- Ensures compliance with all applicable policies, procedures, laws, rules and regulations.
- Plays the primary role within assigned 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.
- 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.
- Establishes 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.
- Oversees the processing of criminal record checks and issues suitability determinations.
- Oversees the processing of proposed settlement agreements pertaining to classified employees.
- Represents assigned section or the entire division within a variety of venues.
- Testifies as an expert witness at grievance hearings, legislature 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.

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HUMAN RESOURCES ASSISTANT DIRECTOR, DIVISION OF PERSONNEL (cont'd)

Knowledge, Skills and Abilities (cont'd)

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 manage, plan, direct and coordinate assigned section, programs and activities.

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: Six (6) 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 supervisory capacity.

Substitution: Graduate coursework from a regionally accredited college or university may substitute for the required experience on a year-for-year basis.

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

Promotional Only: Ten (10) years full-time or equivalent part-time paid experience in the area of human resources may substitute for the required training and experience, five (5) of which must have been in a supervisory capacity.

Established: 11/25/2017

Effective: 11/25/2017