

HR DIRECTOR 1

KIND OF WORK

Professional supervisory personnel work.

NATURE AND PURPOSE

Under general direction, administers all phases of the personnel program within a state agency that is characterized by: multiple programs; complex organization structure; a diverse classification and examination structure; personnel issues/problem solving that impacts beyond the agency boundaries; and span of control. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Administers/supervises a comprehensive position classification system to ensure application of uniform classification criteria and a viable system which meets the agency's programmatic needs. This is accomplished by: reviewing allocation recommendations and/or requests; advising management/supervisors on proper use of classifications, and advising them on personnel laws, rules, and collective bargaining agreements as they impact on the classification system.

Conducts classification studies of large magnitude and/or directs subordinate staff who are assigned portions of studies to ensure that the classification structure meets the operating needs of the department and positions are classified equitably. This is accomplished by: interviewing employees, reviewing written documentation and participating in Hay evaluations.

Develops and maintains operating procedures to ensure that the department can effectively manage its human resources. This is accomplished by: reviewing operations to determine need for procedures; determining content of procedures and writing procedures, when appropriate, marketing innovations and procedures to management staff.

Advises and explains personnel policies, laws, and collective bargaining agreements to agency staff so that the agency's personnel actions are in compliance. This is accomplished by: researching and learning the collective bargaining agreements, laws, and policies; writing informational material and distributing to employees; and conducting informational meetings and training sessions.

Represents management in formal bargaining sessions so that accurate information is provided to the negotiator by: gathering information requested by the negotiator, presenting agency concerns to the negotiator.

Supervises recordkeeping and maintenance of agency personnel data so that information is readily available for management by: directing staff to develop and update seniority roster, vacancy reports, salary data, affirmative action, and staff development data.

Supervises personnel programs such as Employee Orientation, Performance Review, Position Description Systems, Unemployment Insurance, Workers' Compensation, Affirmative Action, and Employee Benefits so that all department staff receive the benefits entitled to them. This is accomplished by: directing staff to write informational material and distribute to employees, research and answer employees' questions, and develop orientation programs.

Supervises examination development and administration to ensure consistency, timelines, and efficiency by: checking experience and training ratings; scoring exams, questionnaires, and promotional ratings; coordinating oral examinations; and responding to examination appeals and other correspondence.

Completes special projects to improve the efficiency of the agency's personnel services.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Personnel techniques as applied to overall operation of the personnel office.

Recruitment and examining techniques as applied to test development and selection.

Classification structures and job evaluation techniques as applied to allocating positions to their proper classification level.

Personnel laws, rules, and collective bargaining agreements as applied to advising employees and ensuring compliance.

Skill in:

Interviewing as applied to discussing and resolving personnel related employee problems.

Ability to:

Analyze the job responsibilities assigned to positions to determine appropriate classification levels.

Assess and develop examination and recruitment processes ...

Link work behaviors to KSA's in order to develop job-related exams.

Analyze problems, determine solutions using precedents collective bargaining agreements, and personnel laws and rules.

Understand and effectively carry out oral and written instructions.

Present ideas effectively orally and in writing.

Establish and maintain effective working relationships with employees, operating agencies and the public.

Est.: 7/67

T.C.: 10/73, 6/75, 5/22/86, 4/9/13

Rev.:

Former Title(s): Merged with Personnel Program

Supervisor

Personnel Officer 3

Personnel Manager II

Personnel Director 2

Merged with Personnel Services

Supervisor 1; 4/9/13