

HR DIRECTOR 5

KIND OF WORK

Personnel management work involving direction of the personnel program in the largest departments.

NATURE AND PURPOSE

An employee in this class serves as the administrative head of the Personnel Division of one of the largest state departments. The employee has wide latitude for independent action, for making technical decisions and for recommending personnel policy. The employee directs a personnel program that includes recruitment of specialized personnel, development of career progression, coordination of organization and methods studies and direction of a program to improve employee relations.

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

Plans the departmental personnel program in consultation with the administrative director and the administrative staff of the department.

Assists the Commissioner in determining personnel programs involving staffing patterns, budgets, employment, employee relations and acts as technical consultant on personnel laws, rules and regulations.

Administers the personnel program; develops and maintains operating procedures and reviews personnel work performed for conformance with stated policies.

Confers with the Departments of Employee Relations and Administration on matters relating to classification, pay, recruiting, organization, staffing patterns and personnel budgets.

Plans, directs and evaluates in-service training programs.

Cooperates with the Department of Employee Relations in recruiting for classes where the number of qualified applications is limited.

Directs the administration of the employee appraisal and job performance rating system.

Develops and recommends staffing patterns.

Advises appointing authorities on all phases of personnel administration.

Interviews certified candidates and makes recommendations to the appointing authorities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the principles and practices of personnel management.

Extensive knowledge of departmental personnel policies, programs and practices.

Extensive knowledge of Minnesota Personnel law, rules and procedures.

Thorough knowledge of occupational fields including educational and training requirements and logical areas of recruitment.

Considerable knowledge of techniques of organization and methods studies.

Skill in:

Handling grievances.

Ability to:

Develop and install personnel practices that are consistent with established policies.

Analyze and solve personnel management problems.

Analyze jobs and work operations for organizational and recruitment purposes.

Address employee groups and to represent the department on all employee relations problems.

Develop and maintain harmonious working relationship with administrators, supervisors, employees and employee representatives.

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Rev.:
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T.C.: 10/9/73, 6/75, 4/9/13
Former Title(s): Personnel Manager IV
Personnel Director 4