

Class Concept

Positions in this level have overall human resources management responsibility in an agency, typically with 100-300 employees. Positions in this level perform as a decision maker for HR decisions within the agency. In addition, positions at this level are typically the Deputy HR Directors to a third level Agency HR Director, dependent on the HR structure within a third level agency. These positions within the classification make decisions within their delegated level of authority.

This position typically plans, leads, and oversees the development and implementation of agency human resources programs, policies, and procedures related to recruitment and selection, classification and compensation, benefits, performance management, training and development, employee engagement, employee relations, diversity and inclusion; ensures compliance with applicable federal and state laws; reviews and approves human resources actions within designated authority levels; provides human resources counsel and advice at a leadership level within the agency; participates in agency leadership team meetings and is an active participant in agency leadership decision making; partners with agency leadership to improve agency performance and effectiveness for key HR drivers such as optimizing people, performance and resources; participates in statewide HR initiatives that are led by OSHR; provides direction and leadership to those who administer human resources programs.

This position also supervises HR staff, trains, and conducts performance evaluations, interviews and makes hiring decisions for human resources division within the agency; confers with employees and employee representatives on issues and negotiates resolutions; ensures all managers and directors are trained in the hiring and selection process; ensures the HR function is meeting requirements of agency goals and objectives.

For positions in this classification who are Deputy HR Directors, performs typical functions as listed above within the delegated authority as given by the Agency HR Director; leads agency HR initiatives and projects on behalf of the Director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable to thorough knowledge of comprehensive principles and practices of human resource management; management concepts, principles, methods and practices; state and federal rules and laws; equal opportunity guidelines, personnel administration; supervisory principles and practices.
- Ability to plan, direct, and coordinate work and activities of others; to analyze complex situations and adopt an appropriate course of action; plan and coordinate the activities of multiple work units and divisions engaged in a broad range of functions; and to direct administrative personnel.

Minimum Education & Experience

Bachelor's degree, typically in Human Resources or related field from an appropriately accredited institution and at least 4 years of experience in human resources, including 2 year of experience in an HR supervisory position; or equivalent combination of education and experience.