

Class Concept

Positions in this level lead HR supervisor and/or and professional level staff. This may be in an agency that is not of sufficient size to meet the requirements to have an Agency HR Director. This level may also be used for a position that manages a smaller, less complex HR unit in an agency that has an Agency HR Director IV or an Agency HR Director III. Positions are responsible for management of HR functions in their designated area of responsibility.

Position typically manages the implementation of human resources programs and services in accordance with State and agency policies and procedures in designated unit; reviews and approves human resources actions with designated unit and within delegated level of authority; provides human resources counsel and advise to managers, supervisors and staff; participates in agency HR leadership meetings; ensures HR decisions and actions for designated division/unit are made in accordance with federal laws and State laws and HR policies and procedures.

Position also supervises, trains, and conducts performance evaluations, interviews and makes hiring decisions for staff in area of responsibility; confers with employees and employee representatives on issues and negotiates resolutions; ensures the designated HR functions within the unit are meeting requirements of agency HR goals and objectives.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working to considerable knowledge of principles and practices of human resource management in designated area; 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 designated work functions.

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 with some experience in an HR lead position; or equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.