

Class Concept

Positions in this level lead managerial and professional level staff within a HR function in a significant division/unit (such as a hospital) of a larger agency. They lead specialized functions in the designated division/unit. Positions are responsible for management and direction of functions/programs and typically report to the Agency HR Director or Deputy HR Director.

Position typically oversees the implementation of agency human resources programs and services in accordance with State and agency policies and procedures in designated division/unit; reviews and approves human resources actions with designated division/unit area and within delegated level of authority; provides human resources counsel and advise to division/unit 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 division/unit are meeting requirements of agency HR goals and objectives.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable to thorough knowledge of comprehensive 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 5 years of experience in human resources, including 2 years of experience in an HR leadership position; or equivalent combination of education and experience.