

Class Concept

Positions in this level supervisor HR Technicians and also HR Consultant I level. Positions are responsible for supervision of HR functions and transactions in their designated area of responsibility.

Position typically supervises the performance of human resources services and transactions 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; ensures HR actions and transactions 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.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working to considerable knowledge of federal and state laws, and State policies, procedures and practices. Knowledge of State HR systems and processes.
- Ability to establish and maintain effective working relationships with others; to handle confidential matters with tact and discretion; to express ideas clearly and concisely; to exercise good judgment in analyzing situations and making decisions within area of responsibility; able to learn and apply rules, procedures, and practices for various human resources management activities or personnel actions.

Minimum Education & Experience

Bachelor's degree, typically in Human Resources or relevant field from an appropriately accredited institution and 3 years of experience; or

Associate's degree, typically in Human Resources or relevant field from an appropriately accredited institution and 5 years of experience required; or

High school or General Educational Development (GED) diploma and 6 years of progressive experience in Human Resources; or equivalent combination of education and experience.