

Class Concept

Incumbents typically report to a State HR Manager or State HR Division Director. They act with independence and exercise judgement in undertaking complex work assignments in their designated specialized program area. Examples of designated program area typically include: classification and compensation, policy development, performance management, and workforce planning. Incumbents at this level may act as a mentor and/or provide work direction to incumbents in the first and second level.

Position typically develops plans for the implementation of actions associated with the designated statewide program; consults and partners with agency HR staff on matters relating to the designated program and provides value added advice; identifies, interprets, analyzes and advises in the development and implementation of policies and programs, and plans in the designated program area; assists in the development and delivery of education and training programs in the designated program area; fulfills key project team member role in the conduct of statewide HR initiatives and projects; provides advice and recommendations to agency HR staff and agency non-HR staff on complex matters in designated program area; conducts analysis and produces key reports in designated program area that can be used as input for key HR policy decisions both in the Executive and Legislative branches of State government; is sought out by agency HR staff and other HR staff in OSHR for expert advice and counsel; mentors and provides guidance to incumbents in lower levels in this classification series; ensures compliance with relevant federal laws and state laws and policies.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable to thorough knowledge of principles and practices of human resources management. Knowledge of the interpretation and application of federal laws and State HR laws, policies and practices governing HR.
- Considerable to thorough knowledge of research methodologies, project management, program evaluation and process improvement.
- Ability to establish and maintain effective working relationships with others; to express ideas clearly and concisely; to exercise good judgment in analyzing situations and making recommendations and/or decisions within delegated level of authority.

Minimum Education & Experience

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

High school or General Educational Development (GED) diploma and 8 years of progressive experience in Human Resources; or equivalent combination of education and experience.