

Class Concept

Positions in this level, which are in OSHR, have a leadership and consultative role in the development, management and implementation of statewide HR functions and programs, typically in singular functions. These may include functions such as diversity, equal employment opportunities, etc.

Position typically provides direction in statewide HR functions and programs led by OSHR; serves as the statewide advisor on designated HR function and programs; oversees the development of programs, rules and policies for the implementation and administration of statewide HR function and programs; takes a leadership role in HR projects that have a statewide impact; manages designated OSHR staff including hiring, training, performance evaluation, and plans and assigns work; consults and confers with agency management and agency human resource staff related to human resources policies and practices; builds collaborative relationship with agency management and HR staff to ensure agency compliance and resolutions at a statewide level; partners with OSHR leadership to ensure vision and values are communicated to staff; participates in OSHR leadership team meetings and is a strong contributor to OSHR decision making; is a leader in the statewide HR community; ensures assigned statewide HR initiatives and projects are completed within deadlines; provides consultation to Agency Management regarding organizational structure and development.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable to thorough knowledge of methods, principles, concepts, resources for current HR trends, practices of human resources and government management; program development and evaluation, organizational dynamics, structure, and development; budgeting processes; supervisory principles and practices.
- Ability to plan, direct and coordinate the activities of staff; to analyze complex situations and adopt an appropriate course of action. Strong organizational, analytical and problem solving skills are required.

Minimum Education & Experience

Bachelor's degree, typically in Human Resources or related field from an appropriately accredited institution and 6 years of HR experience required, including 4 years in supervisory role; 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.