



**Classification:** Division Assistant Director (Support Services Section)

**Title Code:** V09875

**Pay Range:**

**POSITION SUMMARY:** The individual in this position supervises a component responsible for a variety of employment functions within the Human Resources Division (i.e., civilian selection and hiring, civilian promotional processes, civilian performance appraisal systems, classification and pay, new employee orientations, organizational charts, employee exit interviews, unemployment claims, reclassification and pay equity studies, salary surveys, and special projects, etc.). The employee receives general administrative oversight and is expected to exercise independent judgment and initiative in planning and handling assignments. The employee reports directly to the Director of the Human Resources Division.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates job reclassification research studies; delegates or completes task analysis studies of positions and related duties; reviews final reclassification research for clarity and completeness.

Conducts special studies covering restructuring, reallocation of positions, revision of job descriptions, or the creation of new position descriptions; evaluates pay structure for new or existing job classifications.

Supervises assigned Human Resources Division employees; provides guidance to employees concerning employment practices, legal guidelines, and proper procedures for job tasks; monitors the workflow of assigned employees; assigns tasks and special projects, etc.

Evaluates work performance of assigned employees to determine training needs, strengths and weaknesses, improve performance, and facilitates professional growth by establishing goals, objectives, and standards; counsels subordinates, if necessary, in order to bring problem areas to their attention; meets with employees and discusses observations and evaluations of their work performance.

Serves as point-of-contact with Patrol supervisors regarding employee performance evaluations, hiring procedures, etc.; provides assistance and guidance regarding compliance with Patrol policy and applicable laws.

Prepares correspondence for approval by the Missouri State Highway Patrol Superintendent, or Human Resources Division Director; prepares letters of response to inquiries made by applicants, public officials, citizens, etc.

Provides consultation to Patrol components and employees on a variety of HR issues including the Uniform Classification and Pay System, SAM II - HR, FMLA, FLSA, leave policies, layoff procedures, etc.

Analyzes Patrol civilian promotional processes; prepares reports and makes recommendations concerning fairness, and adverse impact issues in Patrol HR practices.

Participates, as needed, in labor management negotiations; assists with labor relations; advises management in the area of labor relations.

Attends assigned meetings, seminars, and/or conferences covering HR issues, etc.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the laws, principles, and practices of human resources (HR) with particular reference to classification, compensation, employee performance appraisal systems, recruitment, selection of employees, placement, retention, employee relations, Title VII, ADA, ADEA, Civil Rights Act, EEO Regulations, FLSA, FMLA, discrimination and harassment issues, etc.

Knowledge of various HR issues and laws (i.e., grievance procedures, Affirmative Action, Equal Employment Opportunities, etc.).

Knowledge of Patrol policies, procedures, rules, and regulations.

Knowledge of SAM II HR functions and transactions

Knowledge of the basic principles and practices of supervisory and management techniques.

Knowledge of statistical analysis practices and procedures.

Ability to work as a team member and positively interact with a variety of people, including administrative staff, employees, applicants, and the general public.

Ability to investigate and resolve complex problems in the areas of classification, compensation, employee performance appraisal, employee relations, etc.; demonstrate the skill and ability to conduct organizational studies.

Ability to gather, assemble, correlate, and analyze facts concerning HR issues; ability to research and formulate solutions to complex HR management problems.

Ability to plan and supervise program activities, and to coordinate the work of professional and clerical employees.

Ability to multi task and work under pressure.

Possess excellent communications skills, to include proper and effective use of grammar, punctuation, and sentence structure; ability to conduct meetings and briefings in a professional manner.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with administrative staff, employees, public officials, and the general public.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform work related travel as needed.

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four year college or university with a Bachelor's degree in Human Resources, Personnel Management, Public Administration, Criminal Justice Administration, or related field, and a minimum of five years experience in the personnel employment field (with at least one of the five years being in a supervisory position, or a lead worker responsible for training, mentoring, and developing less senior employees).

**NECESSARY SPECIAL REQUIREMENTS:** Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

**FLSA STATUS:** Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.