

Posting Date: November 22, 2024



Closing Date: Until Filled

## HUMAN RESOURCES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2500

AGENCY HUMAN RESOURCES JOB FAMILY

**POSITION AVAILABLE:** HUMAN RESOURCES MANAGER  
(Wellness and Employee Benefits)

**SALARY RANGE (semi-monthly):** The minimum starting salary for a Human Resources Manager is \$3,053.00; however, salary may be commensurate with experience.

Click [HERE](#) to view our employee benefits.

**OFFICIAL DOMICILE:** Jefferson City, Missouri

**POSITION DESCRIPTION:** This management position is accountable for overall human resources management in an agency. This position specifically oversees and coordinates projects, tasks, and initiatives for agency wellness and employee benefits, and is accountable for planning and implementing agency human resources programs and procedures within statewide policies related to wellness, benefits, training and development, and employee engagement in these areas. Employees ensure work completed is in compliance with relevant federal and state laws. Provides expert advice to those who administer human resources programs and procedures within agency policies and procedures, rules and regulations, and federal and state laws. Serves on project teams toward the end of enhancing statewide human resources programs. Supervises professional and junior staff positions. This position is classified as exempt under the Fair Labor Standards Act.

Click [HERE](#) for a more detailed job description.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Positions requiring educational qualifications require all interested applicants to upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interviews will be scheduled as applications are reviewed.

**ADDITIONAL INFORMATION:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.



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Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

**FACILITATOR:** Madison Crisp

(573) 526-6334

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