

Posting Date: April 17, 2025



Closing Date: Until Filled

## HUMAN RESOURCES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2609

AGENCY HUMAN RESOURCES JOB FAMILY

**POSITION AVAILABLE:** Human Resources Specialist

**SALARY RANGE (semi-monthly):** The minimum starting salary for a Human Resources Specialist is \$2,483.00; however, salary may be commensurate with experience.

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

**OFFICIAL DOMICILE:** Jefferson City, Missouri

This position may be eligible for teleworking.

**POSITION DESCRIPTION:** This is a professional human resources position responsible for administering agency human resources programs, policies, and procedures related promotion, selection, classification, salary analysis, appointments, performance evaluation, training and development, and employee engagement. Duties may include, but are not limited to, providing consultation and advice to managers, supervisors, and employees on human resources issues including compensation, promotional processes, and data metrics. Work is completed to ensure compliance with relevant federal and state laws. Duties may also include participating in policy development and on project teams both within designated program areas and other human resources program areas toward the end of enhancing statewide human resources programs. An employee may supervise junior staff. 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.

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.



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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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