

POSTING DATE: September 1, 2017

CLOSING DATE: September 15, 2017



## HUMAN RESOURCES DIVISION MISSOURI STATE HIGHWAY PATROL

### CAREER OPPORTUNITY BULLETIN

JOB ID: 605

**TITLE:** HUMAN RESOURCES ANALYST I OR II

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**DESCRIPTION:** A Human Resources Analyst I or II position now exists at the Missouri State Highway Patrol's General Headquarters. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is professional personnel work of advanced difficulty, assisting in the personnel activities of the Human Resources Division. An employee in this classification performs a variety of specialized work in the personnel field. The employee must exercise independent judgment and discretion in contacts with Patrol employees, the general public, and personnel from state agencies and private organizations. Work is subject to close supervision.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

**QUALIFICATIONS:** **Human Resources Analyst I:** Possess a four-year degree in Human Resource Management, Personnel Administration, Public Administration, Business Administration, or closely related field. **Human Resources Analyst II:** Possess a four-year degree in Human Resource Management, Personnel Administration, Public Administration, Business Administration, or closely related field AND one year as a Human Resources Analyst I with the Missouri State Highway Patrol or comparable experience. Comparable work experience in a public or private personnel office in the areas of selection and/or retention may be substituted on a year-for-year basis for the required education.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,274.00; however salary may be commensurate with experience.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this Human Resources Analyst position must visit our website at [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete and submit an [application](#) prior to the application deadline. Applicants with the necessary educational qualifications must also 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.

Interview boards are tentatively scheduled for the week of September 25, 2017. The tentative start date for this position is within 30 days of the interview.

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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.

**NOTE:** 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 Patrol administered drug test and favorable background investigation.

**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.

**\*\*\*MISSOURI STATE HIGHWAY PATROL\*\*\***

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