

Opening Date: April 10, 2013

Closing Date: April 23, 2013



JOB OPPORTUNITY BULLETIN

TITLE: HUMAN RESOURCES SECTION MANAGER (SPECIAL ASSISTANT)

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DESCRIPTION: This Section Manager position is assigned to the Missouri State Highway Patrol's Human Resources Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as exempt under the Fair Labor Standards Act.

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 an Assistant Director of the Human Resources Division.

QUALIFICATIONS: 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).

SALARY RANGE (Semi-monthly): Salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Section Manager position must submit the Patrol's on-line application prior to the application deadline of April 23, 2013. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of May 6, 2013. The tentative start date for this position is within 30 days of the interview.

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.

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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.

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.

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