



Classification: Division Assistant Director (Administrative Services)

Title Code: V09875

Pay Range: --

POSITION SUMMARY: This is very responsible administrative work assisting in the management of the Human Resources Division (HRD). An employee in this position is responsible for providing support to the Division Director in planning, coordinating, and directing the activities of the division, primarily related to selection, retention, classification, compensation, benefits, payroll, and equity and compliance. The work also involves assisting the Director in the formulation of guidelines, policies, and procedures in the areas of human resource management/administration. Considerable initiative and independence are exercised by an employee in this class in the performance of assigned duties.

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.):

An individual in this position will manage and coordinate the following division programs and duties:

Selection and Retention Team: Employee Selection and Retention; Classification and Compensation; Civilian Background Investigations and Training; New Employee Orientation; Exit Interviews; Personnel Action Request (SHP-4) Processing; Job Description Maintenance; HR Database and Application Maintenance (HRMS, MSHP Online Application System, etc.); Organizational Charts; Position Allocation/Control; Pay Equity Reviews; Student Internships, etc.

Payroll and Benefits Team: Time Reporting System (TRS); Extended Leave Requests, Alternate/Modified Duty Requests, and Return to Work Processing; Long-Term Disability; Human Resources File Management, Scanning, and Electronic Storage; Employee Programs and Benefits (FMLA, FLSA, Parental Leave, Shareleave, etc.); Workers' Compensation; Payroll; Medical and Life Insurance; Employment Verifications; Switchboard and HR Reception Operations; Retirement, Resignation, and Termination Processing; Veterans On-the-Job (OJT Program); Unemployment, etc.

Equity and Compliance: Equal Employment Opportunity (EEO) Officer, CALEA Division Representative, Distributed Teams, Equal Opportunity Programs, ENGAGE, MO Cred, MO Learning, Performance Evaluation Review, EEO Reporting, Title VI Administration, Union Administration, Reasonable Accommodation Requests, Employee Programs (ADA, etc.), etc.

Supervises assigned personnel within HRD, to include delegating and coordinating work assignments, and overseeing the daily operations of the division.

Provides guidance to employees concerning employment practices, legal guidelines, and proper procedures for job tasks; monitors the workflow of personnel; assigns tasks and special projects.

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

Assists the Director in formulating, writing, implementing, and monitoring assigned duties, and recommends policy changes as needed; serves as the division director in the director's absence.

Assists the Director with all administrative and technical activities of the division; provides guidance to troop commanders, and division commanders, regarding interpretation of personnel policies, state and federal personnel laws, as well as their application to employees.

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.

Oversees and maintains various HR Databases and applications associated with assigned duties.

Participates in advanced HR technical training or seminars that may require overnight travel; and assists with the development, coordination, and presentation of various HR related programs, trainings and seminars.

Responds to inquiries regarding personnel policies and practices from State officials and administrators, legislators, employees, and the public.

Serves on committees as needed.

Performs other related work and projects as assigned.

Performs work-related travel as necessary.

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.

Thorough knowledge of Patrol policies, procedures, rules, and regulations.

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

Considerable knowledge of the principles of project management, the procurement process, and the strategic planning process.

Considerable knowledge of the principles and practices of supervisory and management techniques.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of decision-making techniques and fundamentals of oral and written communication.

Working knowledge of the agency's functions and their inter-relationships, to include MSHP's policies, procedures, rules and regulations.

Knowledge of SAM II HR functions and transactions.

Knowledge of statistical analysis practices and procedures.

Possess high-level skill in legal interpretation and policy development.

Possess good public speaking skills and the ability to interact with a variety of business professionals.

Must be skilled in time management techniques and prioritization.

Must possess excellent interpersonal skills to deal effectively with various personalities.

Ability to work closely as a cooperative team and display professionalism and team leadership in the training and supervision of others, to include the monitoring and evaluation of others.

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

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

Ability to develop and present before large groups of people in a professional manner, to include training sessions, meetings, seminars and briefings.

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 work independently in an organized, efficient manner and exercise independent judgement and discretion.

Ability to demonstrate excellent management skills.

Ability to provide technical assistance and guidance in work methods and program procedures.

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 others.

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 job related travel.

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 seven years experience in the personnel employment field (with at least two of the seven 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.