

**CLASS TITLE: HUMAN RESOURCE DEVELOPMENT
COORDINATOR**

**Class Code: 02783600
Pay Grade: 35A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for overall development and coordination of human resources planning in a large department; to provide new and or improved services to evaluate personnel hiring and utilization; to assess the ability to meet service needs with the available human resources; to develop new personnel systems in areas such as performance evaluation, employee satisfaction and training; to initiate and monitor the impact of personnel system change in areas such as workers' compensation and affirmative action; to provide consultation to divisional and departmental managers in the development of data analysis, report preparation and presentation; to represent the department in statewide and sister state department personnel system change or programmatic initiatives and committees; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is subject to review through oral and written reports for conformance to standards, policies, rules, regulations and objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of professional, technical and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In large state department, to be responsible for overall development and coordination of human resources planning on a departmental basis in order to provide new and/or improved services.

To establish a system for developing and maintaining of divisional program human resources as necessary for the implementation of the departmental programmatic service change.

To provide a human resources plan to assure the appropriateness of human resource roles and categories for the efficient delivery of services in the department.

To establish and periodically assess the service needs of those served by the department with particular emphasis on suggested human resources needs and/or new or modified roles.

To establish and maintain a liaison with state and regional educational resource personnel and asset in the development of educational programs relevant to the human resources needs of the department in service delivery.

To serve as a consultant within the department in regard to personnel needs for program divisions.

To prepare written reports and to attend meetings and conferences.

To review and evaluate federal and state regulations relating to human resources development and its planning within the department.

To provide projections and estimates of human resources requirements and to study and report on various systems of recruitment, qualification determination and training programs.

To work with sister state department and intra-departmental Human Resource senior managers in the development of personnel systems, evaluation and monitoring and reporting processes.

To serve on and chair departmental committees such as Executive Search, Accreditation response and those creating personnel and related system consolidation, re-structuring, etc.

To develop and monitor system change in human resources areas such as disability management, diversity programming, performance evaluation and training.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices employed in program planning as it relates to the development of statewide human resources plans for departmental program service systems; a thorough knowledge of the standards, principles, practices and techniques of research related to the application of program planning and human resources development and the ability to establish research methodology, collect and analyze data, draw conclusions and develop plans and programs based upon such data; a working knowledge of federal and state regulations relating to service program human resources; the ability to forecast service needs in relation to program development; the ability to establish and maintain effective working relationships with superiors, subordinates and the public; the ability to analyze and resolve problems; the ability to work creatively and independently with other professionals, public and private agencies and institutions, community representative and the general public; the ability to supervise a staff of professional, technical and clerical personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a master's degree in public administration, social work, public health, psychology, social planning or a closely related field; and

Experience: Such as may have been gained through; considerable employment in a responsible administrative position dealing with human resources development in a health and social service system.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 7, 1998

Editorial Review: 3/15/03