

CLASS TITLE: HUMAN RESOURCES ADMINISTRATOR

Class Code: 02597900
Pay Grade: 41A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within a Human Resources Services Agency, to be responsible for planning, coordinating and directing a comprehensive human resources program inclusive of personnel administration, payroll, labor relations, training, equal employment opportunity and workers' compensation; to coordinate all human resources services with every division and office within each agency as partners to meet its human resources needs; to coordinate all human resources functions with Central Human Resources Office located within the Department of Administration; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Personnel Administrator with considerable latitude for exercise of initiative and independent judgement; work is reviewed for results obtained in achieving objectives and conformance to pertinent laws, policies, procedures and accepted principles and practices.

SUPERVISION EXERCISED: Plans, coordinates, directs and supervises the work of subordinate professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within a Human Resources Services Agency, to be responsible for planning, coordinating and directing a comprehensive human resources program inclusive of personnel administration, payroll, labor relations, training, equal employment opportunity and workers' compensation.

To coordinate all human resources services with every division and office within each agency as partners to meet its human resources needs.

To coordinate all human resources functions with Central Human Resources Office located within the Department of Administration, including activities such as: position classification and compensation, civil service examinations, employee counseling and assistance, record-keeping programs, as well as, other related human resources functions.

To negotiate contract items, temporary letters of agreement and settlement agreements and represent the service agency in Master Contract Negotiations as part of the state's negotiating team.

To be responsible for service agency recruitment in accordance with the Merit System Law and accompanying rules.

To be responsible for the development and implementation of a due process hearing system for grievance issues and disciplinary matters.

To conduct hearings of a quasi-judicial nature involving disposition of those labor relations matters issues of the most complex and most sensitive nature.

To assign matters for hearing and to review findings of designated staff to ensure compliance with established programs, laws, policies, rules, regulations, contracts and accepted principles and practices.

To coordinate and be responsible for a modern payroll services system.

To be responsible for providing testimony and defending grievances through arbitration and unfair labor practice charges in conjunction with legal counsel.

To research and prepare special or recurring reports containing facts, analyses and recommendations with respect to human resources programs which are consistent with established policies, objectives, rules and regulations.

To assist with the development of the human resources service agency's budget.

To evaluate human resources programs relative to determining training needs.

To ensure compliance with all requirements of the Americans With Disabilities Act relative to the human resources programs and functions.

To evaluate human resources programs relative to determining training needs independently, or in consultation with appropriate staff.

To ensure coordination of in-service training programs with the Central Human Resources Office located within the Department of Administration.

To establish and maintain a system for organizational development and for optimum staff utilization.

To provide advise and consultation in problem areas, in developing program alternatives, in evaluating program proposals and in ensuring that programs are in compliance with existing labor agreements, pertinent laws and/or other policies, rules, regulations and rulings.

To be responsible for the development and maintenance of affirmative action plans which assure a representative internal workforce.

To be responsible for following and interpreting legislative and court decisions which effect the application of laws, rules, regulations and contract interpretations concerning labor relations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of public administration and the ability to apply such knowledge in the direction of personnel, payroll, labor relations, training, equal employment opportunity and workers' compensation; a thorough knowledge of the Merit System Law and Personnel Rules and the ability to interpret and apply such Act and Rules; a working knowledge of the principles and practices of personnel training and an employee relations program and the ability to apply such principles and practices; the ability to make complex, fact-finding studies and prepare analyses and reports thereon involving personnel and labor relation functions, operations, programs and policies; the ability to establish and maintain effective working relationships with subordinates, associates and superiors in relation to the development and maintenance of efficient personnel systems; the ability to evaluate the work of subordinates and to assess staff utilization; the ability to prepare agendas and to address the public, both orally and in writing; the ability to develop policies and procedures related to personnel and employee relations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree with specialization in Human Resources Management, Public Administration, Political Science, Business Administration, Psychology, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative capacity involving the management and control of a human resources program involving labor relations and personnel administration of a governmental or private organization.

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