

MISSOURI DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY ANNOUNCEMENT

Closed

**Date Posted:** 12/28/2017  
**Application Deadline:** 01/12/2018  
**Job Post ID:** 10157  
**Job Title:** Human Resources Specialist / Intermediate Human Resources Specialist / Senior Human Resources Specialist  
**Min Monthly Salary:** \$3,213.00 / \$3,576.00 / \$3,985.00  
**Number Positions:** 1  
**Location:** Sikeston  
**District/Division:** Southeast / Human Resources Division  
**Human Resources Contact Number:** 573-472-5337

**Notice:** Deadline to apply is 11:55 P.M. on closing date.

**Remote work location and/or teleworking is not available for this position.**

**General Summary:**

**--- Human Resources Specialist ---**

The human resources specialist performs routine entry-level activities in regards to researching and developing recommendations concerning routine personnel programs and policies, and serves in an advisory capacity in standard human resources related activities. Responsibilities are performed under direct supervision.

**--- Intermediate Human Resources Specialist ---**

The intermediate human resources specialist performs varied and moderately complex activities in regards to researching and developing recommendations concerning complex personnel programs and policies, and serves in an advisory capacity in standard human resources related activities. Responsibilities are performed under moderate supervision.

**--- Senior Human Resources Specialist ---**

The senior human resources specialist performs varied and complex activities in regards to researching, developing recommendations, and providing guidance concerning complex personnel programs and policies, and serves in an advisory capacity in standard and non-standard human resources related activities with a high degree of independence. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications:**

**--- Human Resources Specialist ---**

Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field

**--- Intermediate Human Resources Specialist ---**

Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field

Two years of professional human resources experience.

**--- Senior Human Resources Specialist ---**

Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field

Four years of professional human resources experience.

### **Supervisory Responsibilities:**

#### **--- Human Resources Specialist ---**

None

#### **--- Intermediate Human Resources Specialist ---**

None

#### **--- Senior Human Resources Specialist ---**

Lead Worker Only

### **Special Working Conditions/Job Characteristics:**

#### **--- Human Resources Specialist ---**

Job may require occasional, statewide or out-of-state, overnight travel.

#### **--- Intermediate Human Resources Specialist ---**

Job requires occasional, statewide or out-of-state, overnight travel.

#### **--- Senior Human Resources Specialist ---**

Job requires occasional, statewide or out-of-state, overnight travel.

### **Examples of Work:**

#### **--- Human Resources Specialist ---**

- Recruits and pre-screens applicants, including affirmative action recruiting; provides general assistance to supervisors on the interviewing/hiring process and the promotion or transfer of current employees to authorized vacancies.
- Provides information on current policies, procedures, and guidelines as needed, assists supervisors on matters related to the administration of personnel policies, regulations, and department programs to ensure uniform compliance.
- Conducts job analysis on new or existing jobs; formulates recommendations on placement of the job within the salary structure; writes reports and job descriptions.
- Collects, researches, summarizes, and provides routine analysis of information and data related to personnel policies and human resources programs; prepares responses to questions or requests for information of limited complexity.
- Reviews information, data, and forms related to equal employment opportunity and affirmative action requirements; compiles data necessary for monitoring compliance and prepares related reports.
- Conducts compliance training and employee orientation programs.
- Performs other responsibilities as required or assigned.

#### **--- Intermediate Human Resources Specialist ---**

- Recruits and pre-screens applicants, including affirmative action recruiting; provides advisory assistance to supervisors on the interviewing/hiring process and the promotion or transfer of current employees to authorized vacancies.
- Provides advisory assistance to supervisors related to federal and state laws, current policies, procedures, and guidelines to ensure uniform compliance.
- Conducts job analysis on new or existing jobs; formulates recommendations on placement of the job within the salary structure; writes reports and job descriptions.
- Collects, researches, and analyzes information to formulate personnel policies and develop human resources procedures; prepares responses to routine legislative requests and other internal and external requests for information; makes recommendations based on information gathered.
- Develops, coordinates, and monitors the affirmative action program with advisory assistance and field audits; may assist in investigations of employee grievances and claims of discrimination, harassment, or retaliation.
- Conducts compliance training and employee orientation programs.
- Performs other responsibilities as required or assigned.

#### **--- Senior Human Resources Specialist ---**

- Recruits and pre-screens applicants, including affirmative action recruiting; provides advisory assistance to supervisors on the interviewing/hiring process and the promotion or transfer of current employees to authorized vacancies.
- Provides advisory assistance to supervisors related to federal and state laws, current policies, procedures, and guidelines to ensure uniform compliance, including providing guidance regarding disciplinary issues, employee performance, and performance management.
- Conducts job analysis on new or existing jobs; formulates recommendations on placement of the job within the salary structure; writes reports and job descriptions.
- Collects, researches, and analyzes information to formulate personnel policies and develop human resources procedures; prepares responses to complex legislative requests and other internal and external requests for information; makes recommendations based on information gathered.
- Develops, coordinates, and monitors the affirmative action program with advisory assistance and field audits; conducts investigations of employee grievances, claims of discrimination, harassment, or retaliation.
- Coordinates and conducts training and employee orientation programs.
- Counsels supervisors and employees on benefits under the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and department programs; monitors activities and information to ensure compliance with the programs.
- Directs the work activities of other staff members as necessary to complete assignments.
- May perform lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- Performs other responsibilities as required or assigned.

**In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.**

**Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V**