

# MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

**Date Posted:** 01/06/2017  
**Application Deadline:** 01/24/2017  
**Job Post ID:** 9271  
**Job Title:** Human Resources Manager  
**Min Monthly Salary:** \$4,641.00  
**Number Positions:** 1  
**Location:** 601 W. Main, Jefferson City, MO  
**District/Division:** Central Office / Human Resources Division  
**Human Resources Contact Number:** 573-522-6975

**Notice:** **Deadline to apply for this position is January 24, 2017 at 11:55 p.m. Interviews will be held between the dates of February 2, 2017 and February 10, 2017.**

## **General Summary:**

The human resources manager oversees activities regarding all aspects of Human Resources administration for a district or Central Office. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications:**

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

Six years of experience in general human resources activities which may include employment, recruitment, employee/labor relations, affirmative action/Equal Employment Opportunity (EEO) compliance, benefits, compensation, or training.

## **Supervisory Responsibilities:**

Full Supervision

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

## **Examples of Work:**

- Monitors and conducts personnel recruiting within Central Office, including developing strong relationships and outreach to community organizations to recruit a diverse workforce, affirmative action recruiting, and monitoring affirmative action progress; conducts preliminary job interviews; evaluates applicants, and guides supervisors through the hiring process.
- Consults with and advises supervisors on matters related to the department's personnel policies; reviews records of personnel transactions to ensure adequate documentation and compliance with established policies and practices.
- Conducts investigations involving allegations of discrimination, sexual harassment, and other forms of misconduct; recommends disciplinary action to ensure consistency and advises management appropriately; assists with the collection of data for complaints filed with the Missouri Commission on Human Rights or Equal Employment Opportunity Commission.
- Coordinates the new employee orientation program; conducts supervisory training, equal employment opportunity training, drug and alcohol training, and other required training programs for Central Office.
- Counsels and assists supervisors and employees on benefits related to back-to-work issues; monitors activities and information to ensure compliance with Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and department programs.

- Consults and advises management and supervisors concerning employment, promotions, and disciplinary action; consults and advises management, supervisors, and employees on the grievance process.
- Counsels Central Office division employees regarding job-related activities, career planning, personal issues or concerns, and personnel policies.
- Completes reports, including affirmative action reports; monitors affirmative action progress; develops and implements methods to resolve Central Office issues relating to the department's affirmative action plan.
- Participates in meetings, quality assurance, project teams, budget preparation, and planning activities.
- Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- 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**