

Missouri Department of Transportation

Code: R01030

Title: Senior Human Resources Technician

Exemption Status: Non-Exempt

Grade: 8

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 08-01-2005

General Summary The senior human resources technician provides advanced administrative and paraprofessional support in human resources functions, including resolving standard issues and minor nonstandard issues with a high degree of independence. Complex nonstandard issues or special problems are referred to the appropriate personnel. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
Two years of technical experience in human resources or related positions.

**Supervisory
Responsibilities** None

Location Central and District Offices - Human Resources, Equal Opportunity

**Special Working
Conditions/Job
Characteristics**

Examples of Work

- (1) Monitors compliance, maintains files, reviews and processes forms, and serves as the contact person for a human resources related program or policy.
- (2) Recruits and assists in the selection of new employees, including affirmative action recruiting, and the promotion or transfer of current employees to authorized vacancies; meets with supervisors to discuss selection needs; monitors selection activities for compliance with internal policies and state and federal guidelines.
- (3) Conducts research related to personnel policies, salary administration, employment activities, training programs, assessment programs, and external civil rights programs.
- (4) Inputs and/or reviews personnel transactions for documentation and compliance with established policies and procedures; may assist with quality assurance.
- (5) Uses computer to develop and update complex spreadsheets and database reports.
- (6) Responds to salary surveys by matching department job classifications with survey job descriptions; provides salary ranges and other statistical data; conducts routine salary surveys of other organizations.
- (7) Collaborates in the design and production of training manuals and handouts; designs layout and edits

training manuals from handwritten drafts, copies or submits original manuals for printing; assembles manuals for training classes; designs and prints class completion certificates.

- (8) Designs the presentation and instructor's training outline/script for each training course.
- (9) Gathers, processes, and prepares summary reports of data received from training evaluations.
- (10) Maintains and assists users with database related to department training records and computer-based training; coordinates training class scheduling and registration activities.
- (11) Prepares reports to monitor activities and ensure compliance with required state and federal programs that relate to employment activities, terminations, labor force analysis, Disadvantaged Business Enterprise and Equal Employment Opportunity compliance.
- (12) Provides assistance with new employee orientation and other similar programs.
- (13) Maintains applications and employee files; processes forms and researches employee files to document, record, and/or verify various human resources activities and transactions.
- (14) Leads the work activities of other technical and clerical staff as necessary.
- (15) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.