

Missouri Department of Transportation

Code: R04633

Title: Employment Manager

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date 12-01-2017

**Replaces
(Effective Date)** 04-01-2006

General Summary The employment manager coordinates and supervises the department's employment activities; provides guidance to district human resources managers and supervisors on employment related issues. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Human Resource/Personnel Management, Business
Six years of experience in human resources.

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Human Resources

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Assists with complex special projects related to statewide employment related matters; coordinates and facilitates project teams in the completion of special projects.
- (2) Consults with and advises district human resources managers, specialists, and supervisors on matters related to the department's personnel policies, Family and Medical Leave Act (FMLA), and American's with Disabilities Act (ADA) including return to work issues; ensures department policies are consistent with these laws.
- (3) Coordinates the statewide civil engineering college recruitment/summer internship program; attends career fairs and pre-screens and interviews students as necessary; assists with innovative methods to increase diversity.
- (4) Conducts research and special studies; analyzes existing practices, policies, and procedures and makes recommendations as necessary; reviews and revises policies and procedures for submission to the senior management team and policy and position committee on behalf of the human resources director; reviews waiver requests of personnel policies and makes recommendations.
- (5) Coordinates and monitors the department's statewide criminal background and driver's license process; reviews criminal background histories and determines employment eligibility.
- (6) Assists with supervision of special employment programs such as summer and intern programs.

- (7) Supervises and directs supporting professional staff in daily duties and activities; assigns responsibilities for project completion; trains, develops staff, and monitors individual performance.
- (8) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (9) 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.