

Missouri Department of Transportation

Code: R04720

Title: Assistant Human Resources Director

Exemption Status: Exempt

Grade: 21

Job Description

Effective Date 04-01-2006

**Replaces
(Effective Date)** 08-01-2004

General Summary The assistant human resources director directs and supervises human resources functions related to employment, compensation, and employee development. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Human Resources/Personnel Management or related field
Over nine years of experience in human resources.

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Human Resources

**Special Working
Conditions/Job
Characteristics**

Examples of Work

- (1) Provides planning and direction for the compensation, employment, employee development training, and assessment units.
- (2) Prepares the division business and work plans to ensure accomplishment of projects.
- (3) Advises and counsels human resources managers and department management regarding disciplinary measures, policy interpretation and application, and other complex human resources issues.
- (4) Develops and oversees division performance measures and department performance measures that are related to human resources; coordinates ongoing analysis to ensure alignment of division activities with the department's strategic objectives.
- (5) Assists human resources director in development and administration of human resources policies, policy changes, and new initiatives.
- (6) Represents Human Resources or the department at various internal or external meetings and conferences; may meet with delegations regarding personnel management matters and affirmative action.
- (7) Prepares and monitors the division budget and approves expenditures; directs and manages contractual agreements and ensures compliance.
- (8) Provides advice and consultation regarding the development and administration of human resources

policies and new/special human resources initiatives; coordinates or conducts special projects in the areas of compensation, employment, employee development training, and employee assessment.

- (9) Assist staff attorneys with employment litigation and complaints.
- (10) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (11) 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.