

Missouri Department of Transportation

Code: R04897

Title: Human Resources Manager

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date 04-01-2006

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

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

Location Central and District Offices - Human Resources

**Special Working
Conditions/Job
Characteristics**

Examples of Work

- (1) Monitors and conducts personnel recruiting within the district or Central Office, including affirmative action recruiting, and monitoring affirmative action progress; conducts preliminary job interviews; evaluates applicants, and guides supervisors through the hiring process.
- (2) 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.
- (3) 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.
- (4) Coordinates the new employee orientation and pre-retirement programs; may conduct supervisory training, equal employment opportunity training, drug and alcohol training, and other required training programs.
- (5) 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.

- (6) Consults and advises management and supervisors concerning employment, promotions, and disciplinary action; consults and advises management, supervisors, and employees on the grievance process.
- (7) Counsels district employees regarding job-related activities, career planning, personal issues or concerns, and personnel policies.
- (8) Completes reports, including affirmative action reports; monitors affirmative action progress; develops and implements methods to resolve district issues relating to the department's affirmative action plan.
- (9) Participates in meetings, quality assurance, project teams, budget preparation, and planning activities.
- (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.