

Missouri Department of Transportation

Code: R04862

Title: Senior Human Resources Specialist

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 11-01-2006

Replaces
(Effective Date) 04-01-2006

General Summary The senior human resources specialist performs varied and complex activities in regards to researching, developing recommendations, and providing guidance concerning complex personnel programs and policies, and serves in an advisory capacity in standard and non-standard human resources related activities with a high degree of independence. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field
Four years of professional human resources experience.

Supervisory Responsibilities Lead Worker Only

Location Central and District Offices - Human Resources, Equal Opportunity

Special Working Conditions/Job Characteristics Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

- (1) Recruits and pre-screens applicants, including affirmative action recruiting; provides advisory assistance to supervisors on the interviewing/hiring process and the promotion or transfer of current employees to authorized vacancies.
- (2) Provides advisory assistance to supervisors related to federal and state laws, current policies, procedures, and guidelines to ensure uniform compliance, including providing guidance regarding disciplinary issues, employee performance, and performance management.
- (3) Conducts job analysis on new or existing jobs; formulates recommendations on placement of the job within the salary structure; writes reports and job descriptions.
- (4) Collects, researches, and analyzes information to formulate personnel policies and develop human resources procedures; prepares responses to complex legislative requests and other internal and external requests for information; makes recommendations based on information gathered.
- (5) Develops, coordinates, and monitors the affirmative action program with advisory assistance and field audits; conducts investigations of employee grievances, claims of discrimination, harassment, or retaliation.

- (6) Coordinates and conducts training and employee orientation programs.
- (7) Counsels supervisors and employees on benefits under the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and department programs; monitors activities and information to ensure compliance with the programs.
- (8) Directs the work activities of other staff members as necessary to complete assignments.
- (9) May perform lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (10) 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.