

HR DIRECTOR 4

KIND OF WORK

Personnel management work involving direction of the personnel program in large departments.

NATURE AND PURPOSE

An employee in this class serves as the overall administrative head of the personnel function of one of the large state departments employing a wide diversity of occupations, with field operations throughout the state. The employee has wide latitude for independent action, for making technical decisions, and for recommending personnel policy, and directs a personnel program that includes significant labor relations activity, recruitment of specialized personnel, development of career progression, coordination of organization and methods studies, employee development, and occupational safety programs. The employee is accountable for ensuring consistent and sound personnel practices throughout the entire department. Incumbents supervise other professional, as well as paraprofessional and clerical support staff.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans and directs the departmental personnel program in consultation with the department head and the administrative staff of the department.

Assists the Commissioner in determining personnel programs involving staffing patterns, budgets, employment, employee relations and acts as technical consultant on personnel laws, rules and regulations.

Confers with the Departments of Employee Relations and Administration on matters relating to classification, pay, recruiting, organization, staffing patterns and personnel budgets.

Cooperates with the Department of Employee Relations in recruiting for classes where the number of qualified applicants is limited, and participates in the employee selection process.

Directs the administration of the employee development program including training and employee performance appraisal.

Develops and recommends staffing patterns.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles and practices of personnel management.

Thorough knowledge of departmental personnel policies, programs and practices.

Thorough knowledge of Minnesota personnel law, rules and procedures.

Thorough knowledge of occupational fields, including educational and training requirements and logical areas of recruitment.

Considerable knowledge of techniques of organization and methods studies.

Skill in:

Labor relations and handling grievances.

Ability to:

Develop and install personnel practices that are consistent with established policies.

Analyze and solve personnel management problems.

Analyze jobs and work operations for organizational and recruitment purposes.

To address employee groups and to represent the department on all employee relations problems.

Develop and maintain harmonious working relationship with administrators, supervisors, employees and employee representatives.

Est.: 10/73
Rev.:
Ckd.: 11/92

T.C.: 6/75, 4/9/13
Former Title(s): Personnel Manager II
Personnel Director 3