



## AGENCY HUMAN RESOURCES JOB FAMILY

### CAREER PATH

Positions in this family have a role in the management and implementation of human resources programs in State agencies.

#### Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Provide advice and counsel to employees, managers, and supervisors in human resources related areas.
- ❖ Administer agency human resources programs related to recruitment and selection, classification, salary administration, benefits, appointments, performance evaluation, training and development, employee engagement, grievances, disciplinary investigations, equal employment opportunity, and/or labor relations.
- ❖ Ensure compliance and consistency in the application of relevant federal and state laws, rules, regulations, policies, and procedures.
- ❖ Provide reports and respond to informational requests.

Positions allocated to this series may perform the duties described, or specialize in one or more areas of human resources management. The work assigned to positions in this series ranges from specialized paraprofessional duties in human resources areas to management and accountability for a complex human resources department in an agency.

#### Human Resources Assistant

**Pay grade: 16**

This is a position responsible for paraprofessional human resources related duties. An employee at this level may prepare and review documents, assist in the recruitment process, conduct employee onboarding, and provide advice on benefit matters. Duties may include, but are not limited to, recommending changes to and updating procedures, providing reports, and responding to information requests. Employees may input and review time entry, payroll actions, and related human resources information, and maintain accurate records compliant with relevant federal and state laws.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent.



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#### **Human Resources Generalist**

**Pay grade: 23**

This is a first-level professional human resources position responsible for supporting an agency in one or more areas of human resources under limited supervision. Duties may include, but are not limited to, providing advice and support related to recruitment and selection, onboarding, classification, salary analysis, benefits, appointments, employee grievances, equal employment opportunity/civil rights, and/or performance evaluation. Duties are completed ensuring compliance with relevant federal and state laws. Reports may be prepared for agency or statewide managers and utilized for the purpose of managing human resources. Work may include participating on project teams within designated program areas or other human resources program areas toward the end of enhancing statewide human resources programs. Employees may also direct and review the work of lower-level employees, in areas such as payroll and related actions.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution.

#### **Human Resources Specialist**

**Pay grade: 26**

This is a professional human resources position responsible for administering agency human resources programs, policies, and procedures related to recruitment and selection, classification, salary analysis, benefits, appointments, performance evaluation, training and development, and employee engagement. Duties may include, but are not limited to, providing consultation and advice to managers, supervisors, and employees on human resources issues including grievances, investigations, equal employment opportunity/civil rights, and labor relations issues. Work is completed to ensure compliance with relevant federal and state laws. Duties may also include participating in policy development and on project teams both within designated program areas and other human resources program areas toward the end of enhancing statewide human resources programs. An employee may supervise junior staff.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and three years of relevant experience.



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#### **Human Resources Manager**

**Pay grade: 28**

This is a management position accountable for overall human resources management in an agency. An incumbent is accountable for planning and implementing agency human resources programs and procedures within statewide policies related to recruitment and selection, classification, salary administration, benefits, appointments, performance evaluation, training and development, employee engagement, grievances, disciplinary investigations, equal employment opportunity/civil rights, and labor relations. Employees ensure work completed is in compliance with relevant federal and state laws. Provides expert advice to those who administer human resources programs and procedures within agency policies and procedures, rules and regulations, and federal and state laws. Serves on project teams toward the end of enhancing statewide human resources programs. Supervises professional and junior staff positions.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and three years of relevant experience.

#### **Division Assistant Director**

**Pay grade: 30**

A Human Resources Division Assistant Director is accountable for overall human resources management in a large agency. At this level work involves planning and implementing agency human resources programs, policies, procedures, and statewide initiatives related to recruitment and selection, classification, salary administration, benefits, appointments, performance evaluation, training and development, employee engagement, grievances, disciplinary investigations, equal employment opportunity/civil rights, and labor relations. Ensures work is done in compliance with relevant federal and state laws. Work may involve providing advice and counsel to other human resources professionals. Responsibilities include supporting the Division Director in making executive level decisions, strategic planning, and working on project teams both within designated program areas and other human resources program areas toward the end of enhancing statewide human resources programs. Supervises both professional and lower-level positions.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*



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Bachelor's degree from an accredited institution and seven years of relevant experience. Two of the years of relevant experience must be in a supervisory or lead worker role responsible for training, mentoring, and developing junior staff.

### **ADDITIONAL INFORMATION**

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**Effective:** 11/19/2023

**Reviewed:** 11/19/2023

**Revised:** --