

Missouri Department of Transportation Job Description

Job Title: Employment Manager

Title Code: R04633

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Human Resources

Effective Date: 12-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The employment manager coordinates and supervises the department's employment activities; provides guidance to district human resources managers and supervisors on employment related issues. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Human Resource/Personnel Management, Business, **AND** six years of experience in human resources, **OR**.
- Ten years of experience in human resources.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Assists with complex special projects related to statewide employment related matters; coordinates and facilitates project teams in the completion of special projects.
2. Consults with and advises district human resources managers, specialists, and supervisors on matters related to the department's personnel policies, Family and Medical Leave Act (FMLA), and American's with Disabilities Act (ADA) including return to work issues; ensures department policies are consistent with these laws.
3. Coordinates the statewide civil engineering college recruitment/summer internship program; attends career fairs and pre-screens and interviews students as necessary; assists with innovative methods to increase diversity.

4. Conducts research and special studies; analyzes existing practices, policies, and procedures and makes recommendations as necessary; reviews and revises policies and procedures for submission to the senior management team and policy and position committee on behalf of the human resources director; reviews waiver requests of personnel policies and makes recommendations.
5. Coordinates and monitors the department's statewide criminal background and driver's license process; reviews criminal background histories and determines employment eligibility.
6. Assists with supervision of special employment programs such as summer and intern programs.
7. Supervises and directs supporting professional staff in daily duties and activities; assigns responsibilities for project completion; trains, develops staff, and monitors individual performance.
8. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
9. Performs other responsibilities as required or assigned.