



## **JOB OPPORTUNITY ANNOUNCEMENT HUMAN RESOURCES DIRECTOR**

**The Missouri Department of Transportation (MoDOT) is seeking applications for the Human Resources Director. Respond in strict confidence by submitting resume and cover letter by October 5, 2022, to:**

Stacy Kaiser, Senior Human Resources Specialist  
MoDOT Human Resources Division  
P.O. Box 270, Jefferson City, MO 65102  
[HRDirector@modot.mo.gov](mailto:HRDirector@modot.mo.gov)

**Scheduled Hours:** 7:30 a.m. - 4:00 p.m.

**SALARY:** \$121,421.04 Annual

**Location:** Primary work location is Jefferson City, MO. However, work location from any MoDOT facility may be considered.

MoDOT is a non-partisan state agency governed by the Missouri Highways and Transportation Commission (MHTC); a constitutional bi-partisan commission appointed by the Governor consisting of high-profile business and civic leaders. MoDOT is responsible for the major transportation mode alternatives available to Missourians.

**REPORTING RELATIONSHIP:** The Human Resources Director (HR Director) reports to the Chief Administrative Officer (CAO) of MoDOT. This highly responsible position leads the human resources division within the organization, including direct and indirect reports consisting of employees at the Central Office in Jefferson City and employees located in seven districts around the state.

**PRINCIPAL RESPONSIBILITIES:** The HR Director is responsible for planning and direction for the compensation, employment, employee development, and human resources services teams, including development and implementation of statewide projects and initiatives. The HR Director sets strategic direction, serving as a change agent and champion on numerous issues impacting the department; prepares the division business and work plans; and provides guidance and counseling to human resources managers and department management regarding disciplinary measures, policy interpretation and application, and other complex human resources issues. The HR Director provides oversight of division and department organizational performance measures and coordinates ongoing analysis to ensure alignment of division activities with the department's strategic objectives. The HR Director oversees the development and administration of human resources policies, policy changes, and new initiatives; represents the division and the department at various internal or external meetings and conferences;

prepares and monitors the division budget and approves expenditures; directs and manages contractual agreements; and assists staff attorneys with employment litigation and complaints.

**EDUCATION AND EXPERIENCE:** A Bachelor's Degree in Human Resource Management, Personnel Management, Business, or a related field is required.

Certification as PHR/SPHR or SHRM-CP/SHRM-SCP is preferred. Candidates not currently certified will be expected to qualify for and pursue senior HR professional certification.

An outstanding track record in managing complex and diverse internal operations as well as evidenced success at achieving results.

Over nine (9) years of experience in human resources, with at least five (5) years of progressively responsible management experience to include:

- Proven leadership skills, including a positive history of working collaboratively to establish rapport and credibility among the staff and multiple stakeholders.
- Proven track record of effective use of organizational performance management practices, innovation, and accountability measures.

**PERSONAL ATTRIBUTES:** A person of high personal integrity and compassion, willingness to embrace and model MoDOT's departmental values, who trusts and empowers employees and who understands and fosters inclusiveness, equity, and authenticity in the workplace.

A results-oriented personality with strong energy and drive, who is an excellent public speaker, and who can exude a calm, but direct, demeanor when communicating tough decisions and in handling difficult situations.

A high degree of political acumen including tact, diplomacy, and the people skills necessary to negotiate with the various constituencies impacting the position and the work of the department.

Equal Employment Opportunity/Affirmative Action Employer, M/F/D/V