

Missouri Department of Transportation Job Description

Job Title: Human Resources Administrator

Title Code: R04866

Salary Grade: 12

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 human resources administrator is responsible for overseeing multiple statewide human resources programs and completing complex statewide special projects involving a high degree of human resources management expertise. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Human Resources Management, Personnel Management, or related field, **AND** eight years of experience in positions demonstrating knowledge and application of human resources law, regulations, policies, and procedures, **OR**
- Twelve years of experience in positions demonstrating knowledge and application of human resources law, regulations, policies, and procedures.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Provides leadership for one or more human resources program such as employment, recruiting, compensation, classification, employee relations, discipline, training, and employee development.
2. Advises and counsels human resources managers and department management regarding the interpretation and application of the department's disciplinary policies and procedures.

3. Develops and oversees division and department performance measures related to human resources; coordinates ongoing analysis to ensure alignment of division activities with the department's strategic objectives.
4. Provides advice and consultation regarding the development and administration of human resources policies and new or special human resources initiatives; coordinates or conducts special projects.
5. Represents the Human Resources Division or the department at various internal and external meetings and conferences; may meet with delegations regarding personnel management matters.
6. Provides guidance to districts, divisions, and department management on policy interpretation, human resources practices, and department personnel decisions.
7. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
8. Performs other responsibilities as required or assigned.