

Missouri Department of Transportation Job Description

Job Title: Human Resources Manager

Title Code: R04897

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central and District Office – Human Resources

Effective Date: 12-01-2024

Replaces (Effective Date): 08-01-2023

General Summary

The human resources manager oversees activities regarding all aspects of Human Resources administration for a district or Central Office. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Human Resources Management, Business Administration, or related field, **AND** six years of experience in general human resources activities which may include employment, recruitment, employee/labor relations, benefits, compensation, or training, **OR**.
- Ten years of experience in general human resources activities which may include employment, recruitment, employee/labor relations, benefits, compensation, or training.

Special Working Conditions/Job Characteristics

Examples of Work

1. Monitors and conducts personnel recruiting within the district or Central Office; conducts preliminary job interviews; evaluates applicants, and guides supervisors through the hiring process.
2. Consults with and advises supervisors on matters related to the department's personnel policies; reviews records of personnel transactions to ensure adequate documentation and compliance with established policies and practices.
3. Conducts investigations involving allegations of discrimination, sexual harassment, and other forms of misconduct; recommends disciplinary action to ensure consistency and

advises management appropriately; assists with the collection of data for complaints filed with the Missouri Commission on Human Rights or Equal Employment Opportunity Commission.

4. Coordinates the new employee orientation and pre-retirement programs; may conduct supervisory training, equal employment opportunity training, drug and alcohol training, and other required training programs.
5. Counsels and assists supervisors and employees on benefits related to back-to-work issues; monitors activities and information to ensure compliance with Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and department programs.
6. Consults and advises management and supervisors concerning employment, promotions, and disciplinary action; consults and advises management, supervisors, and employees on the grievance process.
7. Counsels district employees regarding job-related activities, career planning, personal issues or concerns, and personnel policies.
8. Completes reports, including affirmative action reports; monitors affirmative action progress; develops and implements methods to resolve district issues relating to the department's affirmative action plan.
9. Participates in meetings, quality assurance, project teams, budget preparation, and planning activities.
10. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
11. Performs other responsibilities as required or assigned.