

Missouri Department of Transportation Job Description

Job Title: Senior Human Resources Specialist

Title Code: R04862

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker Only

District/Division: Central and District Offices – Human Resources

Effective Date: 12-01-2024

Replaces (Effective Date): 08-01-2023

General Summary

The senior human resources specialist performs varied and complex activities regarding researching, developing recommendations, and providing guidance concerning complex personnel programs and policies, and serves in an advisory capacity in standard and non-standard human resources related activities with a high degree of independence. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field, **AND** four years of relevant experience, **OR**.
- Eight years of relevant experience.

Special Working Conditions/Job Characteristics

- Job may require occasional, statewide or out-of-state, overnight travel.

Examples of Work

1. Recruits and pre-screens applicants; provides advisory assistance to supervisors on the interviewing/hiring process and the promotion or transfer of current employees to authorized vacancies.
2. Provides advisory assistance to supervisors related to federal and state laws, current policies, procedures, and guidelines to ensure uniform compliance, including providing guidance regarding disciplinary issues, employee performance, and performance management.

3. Conducts job analysis on new or existing jobs; formulates recommendations on placement of the job within the salary structure; writes reports and job descriptions.
4. Collects, researches, and analyzes information to formulate personnel policies and develop human resources procedures; prepares responses to complex legislative requests and other internal and external requests for information; makes recommendations based on information gathered.
5. Conducts investigations of employee grievances, claims of discrimination, harassment, or retaliation.
6. Coordinates and conducts training and employee orientation programs.
7. Counsels supervisors and employees on benefits under the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and department programs; monitors activities and information to ensure compliance with the programs.
8. Directs the work activities of other staff members as necessary to complete assignments.
9. May perform lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
10. Performs other responsibilities as required or assigned.