

DESCRIPTION: Under administrative direction, performs complex managerial/professional work in planning, organizing, and administering AS - State Personnel Division's central personnel programs and its functions and staff. Plans, develops, implements, and directs program processes and procedures and identifies needs and recommends adoption of and develops and implements statewide personnel policies, processes, and procedures for the program managed. Supervises assigned professional and technical staff, and other employees; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Each position assigned to this job class has principal responsibility for an entire human resources program assigned such as recruitment and placement, classification and compensation, employee benefits, human resources information systems, organizational/employee development, or similar statewide personnel program. Work is performed independently using authority delegated and a high degree of judgment to reach decisions and make commitments on matters that affect the personnel/human resources goals, policies, and processes of the AS - State Personnel Division and State government in general. May provide specific services for the Division such as legislative liaison or grievance hearing activities.

EXAMPLES OF WORK: (A position may not be assigned all of the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, develops, and directs implementation of program activities, projects, and processes to ensure program objectives and customer/client service needs are attained; conducts research of other jurisdictional programs to identify, adapt, and implement comparable and best practices.

Supervises, trains, monitors, and counsels professional, technical, and other staff to determine and adjust allocation of specific staff assignments and resources, to evaluate, improve, and make recommendations pertinent to their work performance, to explain work directives, and to resolve work problems.

Determines and submits staff, material, technology, and equipment needs for the program managed to contribute to the formulation and justification of budgeting and contractual requests for AS - State Personnel Division.

Coordinates assigned program functions and processes with other State Personnel Division programs and with state agencies and other organizations to ensure proper and effective implementation of established and new policies, standards, and technological and administrative processes of the program managed.

Develops, presents, and advocates program operational and technological plans and projects to and for the State Personnel Director to ensure establishment and execution of appropriate goals, objectives and action plans.

Identifies circumstances of and solutions to difficult or complex program issues or operational problems, and communicates rationales or options to state and agency officials on matters involving the interpretation and implementation of various laws, regulations, and contractual agreements.

G17150 – PERSONNEL PROGRAM ADMINISTRATOR (continued)

Confers with agency officials, personnel representatives, and vendors or other technical specialists to study, determine, and schedule implementation of improvements to existing personnel program reporting, record keeping, and processing operations and systems.

Prepares and explains the objectives, methods, and findings of projects or special studies to executive, legislative, agency, or special group officials or representatives, and other public or private organizations; presents possible options and administrative or other recommendations and/or corrective actions to improve the effectiveness of the State's human resources programs and operational-technological processes.

Writes correspondence and other statements in response to customer/client and employee inquiries, complaints, and/or appeals to explain rules and processes and to offer alternative means for resolving specific individual concerns; plans and directs development and implementation of system-wide activities to communicate information on various topics pertinent to the program managed.

Formulates and recommends rules, policies, or plans to act on changes to program and technology needs, objectives, and priorities, and to improve the effectiveness of AS - State Personnel Division operations; assists the State Personnel Director in preparing legislation or interpretations of contracts and regulations, pertinent to the program managed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the relationship between State Personnel and executive directives, personnel rules and labor and other contractual agreements, when administering the program managed; the objectives, terminology, principles, and practices of public personnel administration; the scope and impact of the mission of the personnel program managed on state government programs, services, and organizational entities or processes; federal legislation, regulations, and standards, and state laws and policies, and their impact on pertinent personnel/human resource management practices; the principles and techniques of planning and implementing service delivery systems and operations of the personnel program managed; the human resources program, staffing, and technological needs of state agencies and other offices; state financial, contractual, and informational management policies and practices.

Ability to: communicate and interact in person, and by telephone, email, and correspondence with all levels of employees and the public to exchange information and explain personnel rules, processes, technologies, and decisions; handle tactfully decisions that may be unfavorably received by others; resolve objectively disputes and disagreements between employees or organizations; interpret and apply State laws, federal regulations and standards, labor contracts, and legal decisions, to established personnel policies and practices; analyze and correlate established rules, policies, and standards to the critical elements of an operational/technical issue or question; summarize judgmental thinking, technical information, and statistical data into presentations, statements, and graphic material; advise agency representatives of alternative means for improving the effectiveness of their human resource management activities and technologies; develop and implement operational and technical policies, plans, and processes for the program managed; identify and address obstacles and potential delays to the implementation of decisions and plans; evaluate utility of innovations in personnel/human resources administration and advocate changes to technical program and office operations; coordinate multiple projects having competing resource needs and priority; supervise and instruct assigned staff in AS - State Personnel Division objectives, directives, and operations.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in personnel/human resources management, organizational development, business or public administration, labor relations, employment law, or a related administrative field, **and** five years of progressively responsible experience, specifically within an area directly related to the program assigned, in a supervisory, administrative, or managerial capacity (areas/programs include but are not limited to job classification and compensation, employee recruitment and placement, employee benefits, human resources information systems, or organizational/employee development). Additional years of progressively responsible experience in personnel/human resources administration or a related area may substitute for the Bachelor's degree requirement on a year-for-year basis.

SPECIAL NOTES:

Some positions in this class may require an applicant to possess specific designations/certifications from professional associations such as IFEBP: CEBS, SALGBA: CGBA, IPMA: CS-CP, or SHRM: PHR-SPHR-GPHR.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).