



## HUMAN RESOURCES JOB FAMILY

### CAREER PATH

#### **Division Assistant Director**

A Human Resources Division Assistant Director is accountable for overall human resources management in a large agency. At this level work involves planning and implementing agency human resources programs, policies, procedures, and statewide initiatives related to recruitment and selection, classification, salary administration, benefits, appointments, performance evaluation, training and development, employee engagement, grievances, disciplinary investigations, equal employment opportunity/civil rights, and labor relations. Ensures work is done in compliance with relevant federal and state laws. Work may involve providing advice and counsel to other human resources professionals. Responsibilities include supporting the Division Director in making executive level decisions, strategic planning, and working on project teams both within designated program areas and other human resources program areas toward the end of enhancing statewide human resources programs. Supervises both professional and lower-level positions.

#### **Knowledge, Skills, and Abilities**

In addition to those identified in the previous levels within this career path:

Thorough and comprehensible knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all areas of human resources, as well as the laws, principles, and practices as they are related to implementation within the agency.

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Comprehensive knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Possess comprehensive communication skills and demonstrate successful implementation via all modes of communication.

Possess comprehensive skills and successful implementation of management and prioritization of work within predetermined deadlines and stressful/adverse situations.



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Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Possess comprehensive skills in, and demonstrate successful ability in, the development of presentations and training programs, as well as in presenting and training others in the performance of duties.

Possess comprehensive skills in, and demonstrate successful performance in, the research, gathering, correlating, and analyzing of facts to develop statistical reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to demonstrate successful performance in the development of short and long-range plans that meet established objectives and contribute to the overall goals and mission of the agency.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and seven years of relevant experience. Two of the years of relevant experience must be in a supervisory or lead worker role responsible for training, mentoring, and developing junior staff.



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Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

#### **Necessary Special Requirements**

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

Possess and maintain membership in at least one human resource organization.

Possess and maintain certification in at least one human resource organization.

**Pay grade:** 30

**FLSA Status:** Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 11/19/2023

**Reviewed:** 11/19/2023

**Revised:** --