



HUMAN RESOURCE DIRECTOR

SCOPE OF WORK:

Work involves directing and managing all human resources (HR) functions within an agency; including strategic planning and analysis, staffing, compensation, HR development, employee/management relations, and legal compliance functions.

DUTIES PERFORMED AT ALL LEVELS:

- Plan, design, develop, implement, administer, evaluate, and maintain a full range of programs and systems to manage the agency's HR and support the agency's strategic business plan and mission.
- Participate in the agency strategic planning process.
- Monitor and evaluate agency staffing levels and patterns; provide guidance to division managers in assessing, projecting, and addressing short and long-range workforce needs to meet the agency's mission; manage positions within budgeted staffing levels.
- Ensure agency compliance with state and federal employment laws, administrative rules, and agency policies.
- Evaluate the effectiveness and efficiency of HR services; identify and evaluate the impact of HR practices on the agency and the state of North Dakota.
- Provide consultative advice to agency managers on complex HR management and employee relations issues, organizational problems, and strategic issues.
- Select and train assigned staff; plan, assign, monitor, and review the work of staff; develop and implement work standards, goals, and performance measures.
- Provide for development and training of agency employees.
- Evaluate and propose adjustments to compensation and salary administration practices to recruit and retain agency employees within available funds; direct and educate managers on effective salary administration practices.
- Conduct research and prepare reports and recommendations on organizational and complex HR issues and problems.
- Review and analyze information from reports, studies, projects, and other resources for immediate and long-range program development; participate in executive meetings involving the formulation and implementation of programs and policies.
- Represent the agency before the Legislature, employee groups, other state agencies, and organizations.
- Act on behalf of the agency director regarding HR issues.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

HUMAN RESOURCE DIRECTOR I
GRADE N

0805

LEVEL DEFINITION:

Work at this level involves planning, organizing, coordinating, evaluating, and performing activities associated with HR functions. Work also involves providing input pertaining to the work unit budget and may involve participation in strategic HR planning and supervision of staff. This level of work is differentiated from the HR Director II by the majority of time spent performing activities to support HR operations versus oversight of the HR functions.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop, implement, and maintain an agency's HR policies and procedures.
- Prepare and/or oversee the preparation of vacancy announcements and applicant screening tools; participate in screening applicants and provide guidance to staff who screen applicants.
- Gather and analyze market salary data; evaluate survey results and make recommendations on salary administration practices.
- Identify or participate in identifying training and development needs of agency employees to meet goals and objectives; develop and present training or contract with providers for training.
- Provide input to the development of the work unit budget.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in HR management, business or public administration, management, industrial relations, or a closely related field and four years of comprehensive HR work experience; or a bachelor's degree with a major in another field and six years of comprehensive progressively more responsible HR work experience. A master's degree may substitute for one year of the work experience requirement.

HUMAN RESOURCE DIRECTOR II
GRADE P

0806

LEVEL DEFINITION:

Work at this level involves directing and overseeing staff and activities associated with an agency's HR functions. Work is different from the I level in that the majority of time at this level is spent on oversight of the agency's HR functions versus performing HR activities. Additionally, work involves management of a number of advanced

professional-level HR staff. Work also includes budget responsibility at a division level or comparable organizational unit level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop and maintain strategic plans for the HR function.
- Direct the development and implementation of an agency's HR policies and procedures.
- Oversee staff performing complex HR activities such as workplace investigations, termination actions, and grievances.
- Plan, develop, and administer a budget and staffing plan to meet HR program needs.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in HR management, business or public administration, management, industrial relations, or a closely related field and five years of comprehensive HR work experience that included supervision of staff performing HR tasks; or a bachelor's degree with a major in another field and seven years of comprehensive progressively more responsible HR work experience that included supervision of staff performing HR tasks. A master's degree may substitute for one year of the work experience requirement.

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