Class Concept
Positions in this level have overall human resources management responsibility in an agency, typically with
1,000-14,000 employees. Positions in this level perform as a decision maker for HR decisions within the
agency. In addition, positions at this level are typically the Deputy HR Directors to a fourth level Agency HR
Director, dependent on the HR structure within a fourth level agency. These positions within the
classification make decisions within their delegated level of authority.

Position typically plans, leads, and oversees the development and implementation of agency human
resources programs, policies, and procedures related to recruitment and selection, classification and
compensation, benefits, performance management, training and development, employee engagement,
employee relations, diversity and fairness of opportunity; ensures compliance with applicable federal and
state laws; reviews and approves human resources actions within designated authority levels; provides
human resources counsel and advice at a leadership level within the agency; participates in agency
leadership team meetings and is an active participant in agency leadership decision making; partners with
agency leadership to improve agency performance and effectiveness for key HR drivers such as optimizing
people, performance and resources; participates in statewide HR initiatives that are led by OSHR; provides
direction and leadership to those who administer human resources programs.

Position also manages HR staff, trains, and conducts performance evaluations, interviews and makes hiring
decisions for human resources division within the agency; confers with employees and employee
representatives on issues and negotiates resolutions; ensures all managers and directors are trained in the
hiring and selection process; ensures the HR function is meeting requirements of agency goals and
objectives.

For positions in this classification who are Deputy HR Directors, performs typical functions as listed above
within the delegated authority as given by the Agency HR Director; leads agency HR initiatives and projects
on behalf of the Director.

Recruitment Standards
Knowledge, Skills, and Abilities
- Considerable to thorough knowledge of comprehensive principles and practices of human resource
  management; management concepts, principles, methods and practices; state and federal rules
  and laws; equal opportunity guidelines, personnel administration; supervisory principles and
  practices.
- Ability to plan, direct, and coordinate work and activities of others; to analyze complex situations
  and adopt an appropriate course of action; plan and coordinate the activities of multiple work units
  and divisions engaged in a broad range of functions; and to direct administrative personnel.

Minimum Education & Experience
Bachelor’s degree, typically in Human Resources or related field from an appropriately accredited
institution and at least 6 years of experience in human resources, including 4 years of experience in an
HR leadership position; or equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.