

# Missouri Department of Transportation

Code: R04866

Title: Human Resources Administrator

Exemption Status: Exempt

Grade: 12

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## Job Description

Effective Date 07-01-2022

Replaces  
(Effective Date) 03-16-2020

General Summary The human resources administrator is responsible for overseeing multiple statewide human resources programs and completing complex statewide special projects involving a high degree of human resources management expertise. Responsibilities are performed under general supervision.

Minimum/Required  
Qualifications Bachelor's Degree: Business Administration, Human Resources Management, Personnel Management, or related field  
Eight years experience in positions demonstrating knowledge and application of human resources law, regulations, policies, and procedures.

Supervisory  
Responsibilities Full Supervision

Location Central Office - Human Resources

Special Working  
Conditions/Job  
Characteristics Job requires occasional, statewide, overnight travel.

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## Examples of Work

- (1) Provides leadership for one or more human resources programs such as employment, recruiting, compensation, classification, employee relations, discipline, training, and employee development.
- (2) Advises and counsels human resources managers and department management regarding the interpretation and application of the department's disciplinary policies and procedures.
- (3) Develops and oversees division and department performance measures related to human resources; coordinates ongoing analysis to ensure alignment of division activities with the department's strategic objectives.
- (4) Provides advice and consultation regarding the development and administration of human resources policies and new or special human resources initiatives; coordinates or conducts special projects.
- (5) Represents the Human Resources Division or the department at various internal and external meetings and conferences; may meet with delegations regarding personnel management matters.
- (6) Provides guidance to districts, divisions, and department management on policy interpretation, human resources practices, and department personnel decisions.

- (7) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (8) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**