

**DIRECTOR OF HUMAN RESOURCES**

This position serves as a human resources subject matter expert for the Iowa Legislature. The position requires broad knowledge of human resources principles, techniques, and trends, including applicable legal and administrative principles and strictures. The knowledge of government employment practices and principles is beneficial. A four-year college degree and experience equal to 6 years of full-time work in the area of human resources is preferred. Competitive professional salary based on experience.

Applicants should submit a cover letter and resume online at <https://www.legis.iowa.gov/careers>. Equal Opportunity Employer. Applications must be submitted by November 10, 2017.

## **Director of Human Resources 1: Salary Rate – Grade 35**

The Director of Human Resources serves as a human resources subject matter expert for the legislative branch's elected members, central nonpartisan staffs, and partisan staffs. The position is not a supervisory position but rather provides administrative and human resources support to the leaders of the elected members in the Senate and the House of Representatives, to the nonpartisan and partisan staff managers in the Senate and House of Representatives and to the central nonpartisan agency directors. The Director, as a human resources subject matter expert, is expected to exercise independent professional judgment in consulting with and advising these leaders and staff managers regarding all human resources issues and in receiving employee complaints, independently investigating the complaints, and in assisting leaders and staff managers in the effective resolution of the complaints.

The Director must possess the following qualifications, skills, and ability:

- At least one of the following qualifications:
  - Graduation from an accredited four-year college or university and experience equal to 6 years of full-time work in the area of human resources. Some work in areas related to human resources, such as law or social work, may be substituted for the education or the experiential requirement.
  - Some higher education but less than a four-year college or university degree and experience equal to 10 years of full-time work in the area of human resources or areas related to human resources, such as law or social work.
- Broad knowledge of human resources principles, techniques, and trends, including applicable legal and administrative principles and strictures.
- Knowledge of public administration principles, techniques and trends, including related financial management principles and strictures.
- Knowledge of government employment practices and principles.
- Ability to work independently with consistent results and minimal supervision.
- Ability to accurately gather and analyze information and to understand the implications of information for problem-solving and decision-making.
- Ability to read, interpret, and apply complex state and federal laws, rules, and regulations.
- Ability to read, write, interpret, and explain policies and procedures to individual managers and employees and to groups of managers and employees.
- Ability to interact and communicate effectively and accurately with managers and employees.
- Ability to exercise considerable self-control in challenging circumstances and to adjust to change, work pressures, and difficult situations without undue stress.
- Ability to successfully identify, investigate, and resolve conflicts.
- Ability to use information technology databases and software at a moderate to advanced level.

The Director must perform the following duties:

Support, guide, and counsel managers regarding the following aspects of human resources:

- Consult with and advises managers in the development of minimum qualifications and competencies for job positions within the legislative branch's classification systems.
- Advise managers on employment hiring and termination procedures, including relevant affirmative action and nondiscrimination policies and procedures, and review relevant

hiring documents to ensure consistency and compliance with applicable policies and procedures.

- Advise managers regarding performance evaluation processes.
- Advise managers on discipline procedures, investigation procedures, and coaching and counseling.
- Receive and investigate personnel complaints and assist in effective resolutions of personnel complaints.
- Advise managers and assist in the preparation of interrogatories and exhibits as required for lawsuits involving the managers.

Manage the following training and informational activities:

- Train managers to supervise employees in compliance with state and federal laws and applicable policies and procedures, including anti-discrimination and anti-harassment policies and procedures.
- Advise managers on compensation, benefits, and workers' compensation policies and procedures.
- Coordinate manager and employee training regarding personnel policies and procedures, including compensation and benefit policies.
- Prepare and distribute informational materials to educate managers and employees about compensation, benefits, and other human resources issues.

Manage the following human resources activities and programs:

- Advise managers regarding the state workers' compensation program.
- Advise managers regarding the maintenance of employee information and records retention policies.