

SENIOR HUMAN RESOURCE CONSULTANT

DISTINGUISHING FEATURES OF THE CLASS: The Senior Human Resource Consultant is a personnel generalist responsible for the delivery of the full array of day-to-day human resource services. Primary responsibilities include consultation, proactive planning, and the coordination of workflow to deliver efficient and effective human resource services. Senior Human Resource Consultants are allowed wide latitude and independence in decision-making and conduct of day-to-day operations, and the implementation of changes to programs or services. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Drafts and directs the implementation of personnel policies and procedures to guide a variety of human resource management activities;
Consults with others internally and externally to resolve complex issues involving staffing, selection, regulatory compliance, and similar matters;
Interprets and applies policies and procedures in administering programs and in personnel actions, seeking guidance for only the most unusual situations;
Writes correspondence and complex documentation related to program activities and personnel actions;
Analyzes information and data about program activities, proposed personnel actions and program changes, concerns, and formulates recommendations for action;
Develops and implements record keeping systems, ensuring efficient and effective maintenance of essential records and the storage and destruction of outdated records;
May supervise technical or clerical employees.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of public personnel administration principles and practices;
Knowledge of multiple specialties in human resource management;
Knowledge of federal, state, and local laws, regulations, rules, and professional guidelines that affect personnel actions;
Knowledge of conflict resolution techniques;
Knowledge of the principles of organizational behavior and change;
Ability to establish and maintain effective working relationships;
Ability to apply regulations and guidelines consistently and fairly;
Ability to apply standard policies and practices to make appropriate decisions;
Ability to compile, organize, and analyze information and numerical data;
Ability to identify options and strategies to resolve issues, problems and complaints;
Ability to recognize stakeholders and involve the appropriate parties;
Ability to explain clearly processes, procedures, and other factual information;
Ability to obtain information from a variety of people;
Ability to negotiate effectively;
Ability to facilitate group discussions and activities;
Ability to communicate effectively in writing;
Ability to implement changes to policy and procedures;
Ability to read and understand instructions, rules, regulations, laws and contracts;
Ability to work independently.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

All the Entry Level KSA's PLUS
Knowledge of applicable personnel policies and procedures.

MINIMUM QUALIFICATIONS:

High School Diploma or Equivalent, plus either A, B, or C below:

A. Bachelor's degree in Human Resources, Public Administration, or closely related field and two (2) years of experience which primarily involved administrative experience in two or more areas of human resource management (e.g., benefits, selection, testing, training);

OR

B. Bachelor's degree in any field and four (4) years of experience as describe in Section A.

OR

C. Six (6) years of experience as described in Section A.

ADOPTED: January 11, 2001

REVISED: January 14, 2010

REVISED: January 24, 2013

REVISED: November 19, 2015