

**EMPLOYMENT OPPORTUNITY**

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**MISSOURI DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR**

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**TITLE:** Human Resources Manager

**LOCATION:** Missouri Department of Public Safety  
Office of the Director  
Lewis and Clark State Office Building  
1101 N. Riverside Dr.  
Jefferson City, MO

**SALARY RANGE:** \$41,884.00 - \$70,000.00 annual salary

**DESCRIPTION:** This is a full-time, benefit eligible, mid-level professional position which reports to the Director of Administrative, Fiscal and Legal Services.

**EXAMPLES OF WORK:** The Human Resources Manager is responsible for the day-to-day HR operations of the Director's Office; planning, directing, analyzing and implementing human resources and/or employee development programs, including development and implementation of statewide projects and initiatives; providing guidance to the department-wide human resources team and department management regarding disciplinary measures, policy interpretation and application, and other human resources issues. The HR Manager oversees the development and administration of human resources policies, policy changes, and new initiatives; participates in conferences, training sessions, and meetings on human resources issues; assist the department fiscal team with budget issues; and assists staff attorneys with employment litigation and complaints.

**QUALIFICATIONS:** A Bachelor's degree from an accredited college or university in Human Resource Management, Personnel Management, Business or Public Administration, or a related field is required; and four or more years of professional human resources experience in areas such as employee development, recruitment and selection, compensation, employee benefits or position classification are required. *(These qualifications listed represent the minimum experience and education required. Equivalent substitution may be permitted in case of deficiencies in either experience or education.)*

**APPLICATION PROCEDURE:**

Current employees of the Department of Public Safety - Office of the Director who want to be considered for this position should submit a resume with a cover letter to the Director of Administrative, Fiscal and Legal Services by close of business on April 29, 2019. The Department of Public Safety, Office of the Director reserves the right to fill positions through transfer, classification, and promotion of existing employees.

Other individuals who want to be considered for this position must complete a Department of Public Safety Application for Employment. Applications can be obtained at [www.dps.mo.gov](http://www.dps.mo.gov). Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), etc. should be completed and submitted to the Department of Public Safety - Office of the Director, Lewis and Clark State Office Building, 1101 N. Riverside Dr., Jefferson City, MO 65101.

**EQUAL OPPORTUNITY STATEMENT:** The Department of Public Safety is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.