

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodation to otherwise qualified individuals with disabilities.

Job Title: Human Resources Manager

Position Number: 81002

Location: Helena

Department: Transportation

Program Area and Bureau: General Operations/People Operations Bureau

Section and Unit: Human Resources

Job Overview:

The Human Resources Manager is responsible for developing, administering, and evaluating human resources programs and HR Generalist staff for MDT across the state. This includes performance evaluations, promotions, discipline, career development, employee relations, compensation, Americans with Disabilities Act, policy development and administration, labor relations negotiations, FMLA, recruitment and retention, and special projects. The position reports to the People Operations Bureau Chief.

Essential Functions (Major Duties or Responsibilities):

Program Management - 55%

- Directs, develops, and manages human resource policies and programs to provide effective and legally compliant employee relations, policy development and administration, labor relations, and related human resource management services.
- Oversees, develops, and implements goals, objectives, policies, and priorities for human resources bureau programs and services to effectively meet MDT compliance with employment laws and best practices in human resources management.
- Manages the delivery of human resources services to MDT districts & headquarters statewide offices through human resources generalists.
- Reviews and evaluates MDT human resources policies and procedures to ensure compliance with state and federal employment regulations and to implement best

practices. Identifies changes necessary due to new state legislation or federal mandates and directs the preparation and implementation of new policy and procedure through research and consultation with legal advisors.

- Researches and analyzes potential consequences of developments in statutory, economic, and demographic conditions that could affect the quality, effectiveness, and well-being of the workforce and department operations. Identifies and promotes effective human resource and workforce solutions to mitigate negative factors and take advantage of positive developments and opportunities.
- Manages and oversees human resource staff in the areas of employee relations and discipline. Ensures effective handling of issues relating to the equal employment opportunity (EEO) law, and associated investigations regarding discrimination, sexual harassment or any protected class, or compliance actions.
- Directs the preparation and maintenance of personnel reports and publications (e.g., disciplinary letters, department personnel policies, collective bargaining agreements, etc.) to support and document human resource operations. Supervises the preparation of reports or documents as required by legislation or MDT needs.
- Supports MDT employment and employee relations activities to support effective management and motivation in compliance with policy and law.
- Coordinates with the leadership team to maintain effective relationships with unions and ensure compliance with collective bargaining agreements. Conducts research to support interpretations and decisions, identifies problem areas, drafts proposals for contract negotiations, and participates in contract negotiations as necessary.
- Serves as a liaison with the community or other outside agencies regarding human resources activities and programs.
- Provides expert consultation and advice to MDT management and staff on human resource management issues and projects to ensure the implementation of best practices in compliance with agency policy, collective bargaining agreements, and employment law.
- Serves as a link between management and employees by handling questions, interpreting, and administering contracts, and helping resolve work-related problems. Fosters a positive attitude toward organizational objectives in areas of human resources programs, initiatives, and approaches.
- Supports the People Operations Bureau Chief in aligning the bureau and division to support the MDT's overall goals and mission.
- Builds cooperative relationships with other federal, state, and local agencies and groups to resolve mutual problems and further the success of the agency.
- Provide guidance and expert advice to MDT managers to resolve complicated, far-reaching, or contentious human resource management issues.

Staff Management - 40% of Time

- Manages the staff and operations of the MDT human resources section to meet agency business needs and maintain a high level of credibility as effective and responsive team members.
- Develops and allocates program budgets; monitors and reviews monthly expenditures; develops program budget proposals and amendments; forecasts additional funds needed for training, equipment, materials, and supplies; evaluate project/program priorities; and writes related reports to ensure adequate funding for attainment of objectives and to report accomplishments and expenditures.
- Manages professional and technical staff of the bureau by reviewing and revising overall program work plans, priorities, procedures, performance assessments, and monitoring productivity of staff. Ensures bureau staff comply with State and departmental personnel rules, regulations, and policies.

Other Duties as Assigned - 5% of Time

Performs a variety of other duties as assigned by the People Operations Bureau Chief in support of the department mission and division objectives.

Supervision

The number of employees supervised is: 11 FTE

The position numbers for the district manager for each supervised employee is:

59214, 57214, 51214, 53214, 55214, 51211, 53216, 14016, 14013, 98014, 14002.

Physical and Environmental Demands:

This position functions in a typical office environment with 20% travel to district and field offices.

Knowledge, Skills, and Abilities (Behaviors):

The position requires knowledge of the concepts and theories of human resource administration. This includes knowledge of labor law; organizational analysis; research and analysis practices; training and needs assessment methodologies; instructional methods and evaluation processes; investigative practices; labor relations and contract negotiation techniques; recruitment and

selection methods; classification; compensation; conflict resolution; staff and budget management; and the needs and business operations of the department.

The position requires skill in the operation of a personal computer and business software applications; the operation of general office equipment; project planning and administration; speaking persuasively; conciliating; discerning other's underlying concerns; diffusing volatile situations; and designing and implementing human resource systems and policies.

Minimum Qualifications (Education and Experience):

Bachelor's degree in human resources, business, public administration, communications, or a related field.

This position requires a minimum of 5 years of progressively responsible experience in human resources and proven work experience leading change, demonstrated ability to motivate and work with people at all levels of the organization.

Experience with labor and employee relations in a union environment.

This position requires a minimum of 1 year of supervision or experience leading teams.

Alternative qualifications include: Any combination of related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position.

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|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check-named based | <input type="checkbox"/> Other; Describe. |

000 Union Code

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Human Resources Manager

Job Code Number: A3C01B

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|---|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached. |

Human Resources:

Signature	Title	Date
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