



## **Arkansas Game and Fish Commission Employment Job Posting**

**HUMAN RESOURCES DIVISION CHIEF - AGFC HUMAN RESOURCES DIVISION CHIEF**

**POSITION NO: 22095844**

### **POSTING INFORMATION:**

Advertisement Opens: Oct. 3, 2018

Advertisement Closes: Oct. 26, 2018

Full Time: Yes

Salary: \$73,776.00 - \$73,776.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a master's degree in human resources or human resource management, organizational psychology or management, business administration, public administration, finance or a related field; plus seven (7) years of human resources experience or experience in state government, including three (3) years in a supervisory capacity. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Director.

#### Preferred Education and/or Experience:

Experience in recruitment and hiring, employee relations, leadership development, policy writing, performance evaluation practices and employee classification and compensation.

#### Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of human resources. Knowledge of state and federal personnel laws, policies, and procedures. Knowledge of the Arkansas Administrative Statewide Information System. Knowledge of performance evaluation and assessment. Knowledge of organizational management, payroll, benefits, and budget processes. Ability to administer overall human resource programs, payroll functions, benefits, employee training, safety, and related human resource functions. Ability to plan and maintain budgets. Ability to communicate with a diverse group of employees and population. Ability to facilitate meetings. Ability to create and evaluation various training programs. Ability to supervise employees, administer work plans, and evaluate progress. Ability to interpret policies and application human resource state and federal laws.

#### Preferred Knowledge, Abilities, and Skills:

Knowledge of employment and compensation policies and budget practices. Knowledge of human resource information systems. Working knowledge of AASIS. Knowledge of state agency human resource requirements and functions. Experience developing and implementing leadership curriculum and training, performance evaluation systems, and diversity recruitment programs.

### **POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Little Rock Office Complex

Division: Human Resources

Job Summary:

The Human Resources Chief is responsible for leading the human resource division and for guiding the agency on all personnel related matters from recruitment to personnel management and professional development. This position is governed by state and federal laws and agency policy.

Typical Functions:

TYPICAL FUNCTIONS: Provides agency leadership and guidance in all matters related to human resources.

Directs, oversees, and monitors the operations of human resources including but not limited to: • Classification and Compensation Planning • Performance Review Process • Personnel Recruitment and Selection • Employee Relations • Training – Employee, Safety, Leadership Development • Employee Benefits • Records Management • Payroll Ensures compliance with all federal, state and agency employment policies and procedures. Plans, develops new or revised human resources programs and systems to address changing needs of a large and diverse workforce in multi-locations. Presents and or defends the agency's position in all legal and legislative proceedings involving personnel administrative matters. Counsels agency directors, section heads and employees in regard to reconciling complex complaints and workforce issues. Maintains liaisons with other state entities such as: the Office of Personnel Management, Legislative Audit, Employee Benefits Division, the Arkansas Public Employee's Retirement System, the Attorney General's Office, the Department of Labor and the Governor's office, as necessary. Assists division directors and the executive director in the preparation and submittal of the biennial and annual personnel related budget. Interprets, researches, and communicates federal, state and departmental policy regarding human resource management to agency directors, section heads, employees and applicants. Performs other duties as assigned.

Specific Duties and Responsibilities:

Directs all activities of the Human Resources Division of the Game and Fish Commission, including, personnel management, benefits, payroll, and recruitment. Offers advice to the Directorate regarding policy, succession planning, and leadership development. Analyzes salary data and recommends appropriate compensation for personnel. Liaison for agency and OPM, Bureau of Legislative Research, and the Legislative Personnel Committee. Provides guidance and planning to senior staff concerning personnel and payroll policies, procedures, rules, and regulations. Performs administrative duties, prepares and oversees division budget and expenditures, plans, assigns and reviews work of staff. Responsible for promoting the appropriate professional development and continuing education of all staff. Coordinates the Commission Employee Benefits package. Establishes and maintains good relations with human resource managers of other agencies including conservation agencies of other states. Confers with Administration and other Division Chiefs concerning division activities. Confers with Directorate regarding various personnel regulations governing personnel actions between Commission, Office of Personnel Management and Legislative Council. Presents or defends department's position in legal and legislative proceedings involving personnel administrative matters. Counsels agency and directors, division chiefs, and employees in regard to reconciling complex complaints and workforce issues (grievance and appeal procedures).

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.