



Arkansas Game and Fish Commission Employment Job Posting

HUMAN RESOURCES DIVISION CHIEF - AGFC HUMAN RESOURCES DIVISION CHIEF

POSITION NO: 22095844

POSTING INFORMATION:

Advertisement Opens: June 17, 2022

Advertisement Closes: July 5, 2022

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:

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 and experience with State or Arkansas Game and Fish Commission Classification and Compensation System

Experience with the Arkansas General Assembly, specifically the ALC-JBC Personnel Committee

Experience in Arkansas Administrative Statewide Information System (AASIS)

Knowledge of Performance Review Process

Experience in Employee Relations

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:

The Human Resources Chief is responsible for overseeing all aspects of the division including but not limited to the following duties: the Commission's classification and compensation plan, personnel management, organization management, employee onboarding, payroll processing, and benefits administration. The Human Resources Chief is an agency and industry leader that takes the initiative and drive to ensure that the Arkansas Game and Fish Commission (AGFC) is properly staffed in each position. It is the responsibility of this position to ensure that the AGFC recruits and retains high performers that celebrate our core values, our mission of conservation and leadership while promoting top-level customer service practices. The Human Resources Chief will ensure that internal business operations are in place and that these processes are followed. This position is responsible for supervising a professional and paraprofessional staff that oversees all human resources functions for a large state agency.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

All applicants are subject to a criminal background check.

Applications must include complete work history and references. Applicants may apply online at <https://jobs.agfc.com>. Applications must be submitted by midnight on **July 24, 2022**.

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