

Human Resources (HR) Director 1

I. KIND AND LEVEL OF WORK

Advanced professional supervisory work including strategic human resources leadership, administrative planning and analysis primarily focused on HR-specific or short-term objectives.

Under administrative direction, an employee in this class is responsible for directing and coordinating a broad variety of inter-related human resources functions which may include classification and compensation, organizational analysis and job evaluation, workforce planning, selection and recruitment, and assessment. The incumbent works with other units/agencies to incorporate changes to systems or operating procedures and to solve problems that span multiple areas of human resources. An employee in this classification serves as a member of the agency human resources leadership team and assists in developing and implementing strategic priorities and objectives for human resources. Incumbents may also serve on enterprise-wide committees or work groups.

Supervisors at this level are seasoned professionals with the breadth of knowledge and experience to provide leadership in multiple human resources functional areas while delegating the practical application of these functions to the professional staff they oversee. Employees in this classification have the discretion to determine how to achieve objectives, including developing and implementing new and innovative approaches that improve the efficiency, accuracy and transparency of human resources work.

In mid-size agencies with smaller budgets, this classification may serve as the head of HR with extensive individual judgment and initiative to direct human resources functions in alignment with overall strategy and short-term objectives. In large state agencies with multiple programs/locations and complex organizational, classification and compensation structures, this classification typically oversees human resources of a major division/location or coordinates inter-related human resources functions agency-wide.

DELEGATION: Positions in this classification that perform work covered by delegation must carry subdelegation or be an agency's primary delegate. These positions will be fully subdelegated or the primary delegate for all three areas of delegation, such as the full list of selection, classification, and/or compensation activities. *Positions in any classification must receive all training before being granted subdelegation.*

II. DISTINGUISHING CHARACTERISTICS

An employee in this class primarily supervises professional and advanced professional classifications. The Human Resources Director 1 classification is distinguished from the Human Resources Supervisor 4 classification as this level requires broader knowledge and experience to effectively administer a wide variety of inter-related human resources functions. It works across units/agencies

to incorporate changes to systems or procedures and solve problems that span multiple areas of human resources. This class is responsible for assisting in the development and implementation of the human resources strategic plan as a member of the human resources leadership team.

Employees in the Human Resources Supervisor 4 classification supervise entry-level professional, professional and advanced professional classifications and have a greater focus on day-to-day oversight of work rather than assisting in the strategic direction of human resources work at the agency. Instead, employees in the Human Resources Supervisor 4 classification are responsible for establishing unit work plans and priorities based on the overall human resources strategic plan. Employees at this level are also typically not responsible for coordinating across units/agencies or resolving issues that span multiple areas of HR unless serving in a smaller to mid-size agency as the primary individual directing human resources functions.

Employees in the Human Resources Director 3 classification manage supervisory and advanced professional classifications and may manage other lower-level managers. At this level the incumbent is responsible for directing all functions and activities of a human resources unit or a major specialized area of human resources with significant impact beyond the agency. This class independently sets direction for large functional areas of human resources at an agency, considering impacts to the agency and enterprise as a whole. Incumbents are responsible for developing policies and short- and long-term strategies as well as representing HR work to the agency.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Develop, implement, evaluate and modify operating principles and practices for meeting organizational analysis, job design and job evaluation/classification needs of agency managers and supervisors.
- Integrate the work of divisional staff with other units and programs within human resources by working with human resources management to develop priorities across the agency, developing unit work plans, and assigning tasks and responsibilities to staff so that the priority work is accomplished within established timeframes.
- Advise, guide, direct and mentor staff, or participate directly by providing options to management, in addressing significant issues that may be particularly sensitive, complex, novel or difficult, requiring advice or options involving creative and workable alternative solutions.
- Direct and coordinate classification studies of large magnitude and/or direct subordinate staff who are assigned portions of studies to ensure that the methodology is effectively administered and documented, the classification structure meets the operating needs of the department/agency, and positions are classified equitably. Collaborate with Minnesota Management & Budget (MMB) and other state agencies in leading and/or participating in enterprise-wide classification studies.

- Consult with managers regarding options and direct and administer job evaluation/classification processes for major reorganizations within the agency and/or large and complex selection processes.
- As a member of the agency HR leadership team, participate in the development of human resources planning and materials, strategic planning, policy development, and special projects. Provide analysis to identify individuals impacted by various organizational changes or situations, such as changes in classification, re-structures, layoffs, etc.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of organizational analysis, job design and job evaluation.
- Effective public human resources management, including state systems, laws, rules, procedures, policies, and collective bargaining agreements and plans to provide effective services and information to business partners.

Skill in:

- Organizational analysis sufficient to advise management on the impact of changes in the organization.
- Human relations and communications sufficient to make presentations and establish effective working relationships with all levels in the organization, other agencies and the general public.

Ability to:

- Provide analysis for recommendations and gauge the organizational impact (within the agency or across the enterprise) of decisions.
- Analyze and apply various laws, rules, policies, and collective bargaining agreement language to develop and apply appropriate alternatives.
- Hold difficult conversations with stakeholders and convey both favorable and unfavorable decisions respectfully and persuasively.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

T.C.: 10/73, 6/75, 5/22/86, 4/9/13

Former Title(s): Merged with Personnel Program Supervisor

Personnel Officer 3

Personnel Manager II

Personnel Director 2

Merged with Personnel Services Supervisor 1, 4/9/13

REVISION HISTORY

Established 07/1967

Revised 06/2025