

DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT

DATE: February 17, 2015

POSITION TITLE: Human Relations Officer II

LOCATION OF POSTION: DHS/Central Office- Located at Eastern Region Training
Center Offices/St. Francis County

DESCRIPTION OF POSITION:

A vacancy will occur within the Division of Human Services, Western Region for a Human Relations Officer II. This position is responsible for preparing independent investigation plans involving agency and/or contracted employees. This will entail comprehensive and methodical fact finding interviews prior to completion of the final investigation report. Selected candidate will conduct investigations to appropriately respond to employee internal complaints, as well as complaints filed by employees with the Missouri Commission on Human Rights and Equal Employment Opportunity Commission. Investigations are routinely conducted into allegations of sexual harassment, harassment, retaliation, discrimination and hostile working environment. It is the responsibility of this individual to conduct interviews with all parties connected to the allegations. Responsibilities also include acting as a Certified Mediator for employee relations issues to find an amicable resolution.

Selected candidate is responsible for the completion of comprehensive, detailed and grammatically correct reports in response to employee's complaints and investigations. Candidate must effectively communicate a clear analysis of the occurrences and findings of the investigation.

Provides assistance/guidance to Directors and CAO's on employee relation issues and situations; assist employees as they walk in, call in, or email questions on situations and how they might be able to resolve issues. Assist with policy development, interpretation and clarification. Guides staff members through the grievance process and provides employees a safe/confidential place to vent frustrations.

Position will report to the Human Resources Manager in Jefferson City.

Anyone interested in a lateral transfer may contact:

Human Resources Manager, Scott Phillips at (573) 526-0536

For further information or to submit a transfer request, please see Department Policy D2-2.13 Transfer of Employees.

Apply online at www.ease.mo.gov.

Application Closing Date: March 4, 2015

****AN EQUAL OPPORTUNITY EMPLOYER****