



OFFICE OF THE STATE AUDITOR

DIRECTOR OF HUMAN RESOURCES

Posting Number 2011-03

Salary Range: \$78,000 - \$88,000

GENERAL STATEMENT OF DUTIES:

The Director of Human Resources is responsible for all activities related to conceptualizing and implementing human resources initiatives to support the goals and objectives of the Office of the State Auditor (OSA). This position will establish long-range goals, strategies, plans and policies to ensure a healthy culture comprised of talented and self-motivated employees.

SUPERVISION RECEIVED:

Work under the direct supervision of the Deputy Auditor for Administration and Finance.

SUPERVISION EXCISED:

Supervise, evaluate and manage all staff assigned to the OSA Human Resources team.

DUTIES AND RESPONSIBILITIES

- Work closely with the Deputy Auditor to set clearly defined OSA Human Resources goals, policies, and procedures, and to develop a work environment that promotes teamwork, innovation, and excellent performance;
- Assist in the development and lead the management of the OSA Performance Evaluation process;
- Direct the recruitment, hiring and staffing activities for the OSA, and lead the process for staff on-boarding;
- Monitor the adherence to all facets of OSA Personnel Policies and Procedures, including implementing a progressive discipline process and developing corrective action plans;
- Oversee the OSA Professional Development Program, working with Division Directors to identify employee training and learning needs and appropriate opportunities;
- Establish and implement short- and long-term team goals, objectives, policies and operating procedures;
- Oversee the OSA Employee Assistance Program;
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- A bachelor's degree in Public, Personnel or Business Administration or related field or experience that complements an undergraduate degree in another field; an advanced degree in Business Administration, Business Management or Public Administration may be substituted for 2 years of experience;
- A minimum of five (5) years experience in all phases of public or private sector personnel administration including three years of progressively responsible supervisory experience;
- Effective and professional written communications skills along with solid presentation and public speaking skills;
- Proficiency in Microsoft Office applications;
- Proven ability in successful interpersonal relations, coaching, conflict resolution and team building;



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- Expertise in exercising discretion in handling confidential information; and
- Understanding and respect for the principles of EEO and ADA.

PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- Proven expertise and knowledge of best practices across all HR functions including policies, procedures, and systems;
- Knowledge of organizational development theory and practices;
- Ability to understand, explain and apply the provisions of personnel policies, procedures, regulations and guidelines under the OSA;
- Ability to build effective relationships across a diverse population and at all levels of the organization, functioning as an employee advocate and management agent;
- Demonstrated experience with change management;
- Experience in the design, development and implementation of new strategies and procedures and in formulating policy; and
- High potential for strong and immediate contributions.

Please submit your cover letter and resume electronically, no later than April 15, 2011 to OSA.applications@sao.state.ma.us, referencing Posting Number 2011-03 in the subject line.