



JOB ANNOUNCEMENT

Human Relations Officer II Human Resource Center/Office for Civil Rights

The Human Resource Center/Office for Civil Rights is seeking applicants for a Human Relations Officer II position located in Jefferson City. The individual selected for the position will be responsible for investigating civil rights complaints and responsible for duties relating to human relations and equal employment opportunity programs.

QUALIFICATIONS: One or more years of experience as a Human Relations Officer I with the Missouri Uniform Classification and Pay System. OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Public, Business or Personnel Administration, Social Sciences, or a closely related field; and,

Two or more years of professional, technical or consultative experience in human relations, personnel administration, recruitment and selections, employee grievance, equal employment or other investigations, or a closely related area.

Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education. Experience in human resources, public or business administration, social work, investigations, recruitment and selections, or a closely related area, at or above the level of Administrative Office Support Assistant, Personnel Clerk or military pay grade E-4, may substitute on a year-for-year basis for deficiencies in the required education. Earned graduate credit hours from an accredited college or university in the specified areas, or in the area of law, may substitute on a year-for-year basis for the required experience at a rate of 24 earned graduate credit hours for one year of experience.

SALARY RANGE: \$41,184 - \$42,780, Annually

RECRUITMENT AREA: Accepting applications from all qualified applicants.

TO APPLY: The deadline to apply is November 13, 2018. Please complete the DSS Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf>, submit a detailed resume, cover letter, transcript and a list of references to:

Sylvia Talley
Department of Social Services/Human Resource Center
PO Box 1527
Jefferson City, MO 65102-1527
Or Email: Sylvia.D.Talley@dss.mo.gov

DSS IS AN EQUAL OPPORTUNITY EMPLOYER