

## **Job Vacancy Announcement**

Position: Human Resources Director (unclassified)

Location: Central Office / Topeka

Requisition #201690

Positions closes: October 25, 2021

This unclassified position serves the agency as the Human Resources Director. The position reports to the KCVAO Director and the Director of the Office of Personnel Services. The position works M-F and is available after hours and on weekends for emergency personnel situations. Position is salaried exempt, paid bi-weekly. Minimum annual salary is \$60,000 however; a higher salary may be negotiated based upon exceptional experience and education relative to the position. The position has an excellent benefits package including health insurance and KPERS retirement.

### **As the Human Resources Director, you will:**

- Plan, organize and direct the activities of the human resources program
- Supervise and develop the HR Managers at two state Veterans homes,
- Perform administrative work in classifications to include classified and unclassified positions, maintaining integrity of state classification system as well as state and federal rules and regulations,
- Serve as agency coordinator for submission of unclassified requests for external approvals,
- Oversee payroll policy and processes,
- Develop and maintain salary and wage spreadsheets for fiscal staff and program managers,
- Serve as agency SHARP security administrator,
- Serve as agency Designated Agent for KPERS,
- Administer the recruitment of new employees to include posting positions, advertising, interviewing and other activities,
- Designated representative for agency safety sensitive and CDL position drug screening,
- Serve as Coordinator for all agency Internal Management Policies and Procedures (IMPP's),
- Develops, implements, and trains staff on IMPP's that are human resources related,
- Coordinate state and national background check programs across the agency,
- Oversee HR related audits and inspections,
- Review personnel situations to supervisors and managers relating to grievances, appeals and disciplinary issues; coordinate these activities with legal, monitoring adherence to rules, regulations and Memorandums of Agreement,
- Works to ensure agency compliance with federal and state laws (i.e. FMLA, FLSA, ADA, EEOC, DOL)
- Daily use of SHARP to include data entry in job data, benefits, payroll, position management, and recruitment,
- Monitors job injuries within the agency tracking trends and working with managers and supervisors to ensure workplace safety practices are adhered to,

- Functions as EEO representative for the agency,
- and serves on the agency Leadership Team.

**A copy of the Position Description is available upon request and outlines additional duties and responsibilities.**

**Key Requirements:**

You must:

- be a U.S. Citizen or National to apply for this position,
- have and maintain a valid driver's license or have the ability to travel to agency facilities and offices throughout the state as needed,
- must be free from felony convictions and successfully pass a fingerprint background check through the FBI and KBI,
- submit to and successfully pass a drug screening,
- submit your complete application and all supporting documents by the closing date of the announcement (See How to Apply Section).

**Minimum Requirements:**

- Four years of experience in planning, directing, organizing, managing or administering personnel or human resources functions. Education may be substituted for experience as determined relevant by the agency, and
- the ability to communicate effectively, both orally and in writing.

**Preferred Requirements:**

- Bachelor's Degree in Human Resources Management, Organizational Management, Public Administration, or a related field supplemented by at least five (5) courses in personnel, public or business administration, education guidance and counseling, psychology, statistics, sociology, law or economics.
- Experience with SHARP
- Experience with IBARS and knowledge/experience with the State of Kansas Budget Process
- Intermediate to expert skills with Microsoft Office 365
- Employer experience with the Kansas Public Employees Retirement System (KPERS)

**Post-Offer, Pre-employment Requirements**

As authorized by the 2018 Kansas Legislature, effective July 1, 2018, K.S.A. 75-4362 is amended to designate all positions with the Kansas Commission on Veterans' Affairs office, to include both the Kansas Soldiers' Home and Kansas Veterans' Home as Safety Sensitive positions and subject to the drug testing program. All applicants with a conditional offer of employment on or after July 1, 2018, shall be required to submit to a drug screening test.

Must successfully complete a criminal history records check. Fingerprints shall be used to identify the final candidate and will be submitted to both the Kansas Bureau of Investigation and Federal Bureau of Investigation to determine whether the candidate has a record of criminal history in this state or another jurisdiction.

### **Recruiter Contact Information:**

**Name:** Kim Tatum, Human Resources

**Email:** [kcvao.jobs@ks.gov](mailto:kcvao.jobs@ks.gov)

**Phone:** (620)705-6220

NOTE: A paper application process is available. Call number above for assistance with this process.

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### **Required Documents for this Application to be Complete:**

**On your Careers - My Job Applications page, verify these documents are present and valid. Upload or delete and replace if needed:** \* Current Tax Clearance Certificate

\* DD214 – showing type of discharge

**Kansas Tax Clearance Certificate Required:** Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

[Visit the Tax Clearance site for more information on and where to obtain this Kansas Department of Revenue document.](#)

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### **Job Application Process:**

- **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
  - Email - the email listed on the Careers>My Contact Information page.
  - Notifications - view the Careers>My Job Notifications page

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### **See the helpful links below to assist in completing your application:**

- Instructions:
  - [Job Search](#) ○ [Create an Account](#) ○ [Apply](#)
- [Frequently Asked Questions](#)

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## **Equal Employment Opportunity**

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.