



Human Resource Manager

The State Universities Civil Service System (State Agency) is searching for a full-time professional with extensive knowledge and experience in human resource management. This civil service position will lead the Examination, Classification, and Compensation Division. This position will provide direction and oversee the complex classification plan management process for the statewide civil service system for public universities and affiliated agencies. Other primary and statewide leadership responsibilities include administrative authority over data collection processes utilized in the management of a complex classification system, statewide coordination of constituency communications, and monitoring/development of administrative rules and procedures directly related to agency regulations. For additional information please see the class specification for the Human Resource Manager on the agency's website, listed below.

Qualifications:

Any combination totaling five years from the following categories:

- (a) progressively more responsible work experience performing duties comparable to those listed for the Human Resources Assistant Manager
- and/or**
- (b) college course work in human resource administration, business administration, or a closely related field, as measured by the following conversion table or its proportional equivalent:

60 semester hours equals one year
90 semester hours equals two years
120 semester hours equals three years

Attributes:

Professional communication and presentation capabilities are necessary. A basic understanding of the civil service system, preferably through some direct work experience. Significant knowledge or exposure to several human resource management components and experience with other human resource electronic information systems is preferred.

Salary:

Salary will be commensurate with education level and experience (Range \$4,454—\$9,218/month)

Closing Date:

For full consideration, application materials should be sent by November 30, 2016.

Application:

Interested applicants should submit a cover letter and resume, which should include a detailed work history, educational background, and at least three references. Veterans should submit a copy of a DD-214 form for additional consideration. **All application materials should be sent to: jobposting@sucss.illinois.gov.**

All information submitted will be thoroughly evaluated and verified. Copies of transcripts, certifications, licenses and/or DD-214 forms may also be required.

The State Universities Civil Service System is an Affirmative Action/Equal Opportunity Employer.