



STATE OF SOUTH CAROLINA
**Lieutenant Governor's
Office**

1301 Gervais Street Suite 350
Columbia, SC 29201

<http://www.iobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Human Resources Manager II**

An Equal Opportunity Employer

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OPENING DATE: 05/30/14

CLOSING DATE: 07/02/14 03:00 PM

JOB TITLE: Human Resources Manager II

CLASS CODE: AG15

POSITION NUMBER: 60008422

SLOT NUMBER:

STATE SALARY RANGE:

\$39,960.00 - \$73,935.00 Annually

AGENCY HIRING RANGE - MIN: \$37,945.00

AGENCY HIRING RANGE - MAX: \$54,074.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Only on-line applications will be accepted. Applications will not be accepted in lieu of state application.

JOB RESPONSIBILITIES:

Under limited supervision, serves as Human Resources Manager II for the Lt. Governor's Office on Aging.

Provides Human Resources knowledge, advice, and counsel to agency director, leadership team, and staff on all employee relations, staffing, legal, strategic planning, classification and compensation, employee reviews, and all health and other related benefits issues. Updates and creates policies as necessary.

Attends all necessary functions to assure proper compliance with state, federal, and agency regulations, laws and guidelines. Assures agency complies with all Equal Opportunity and affirmative action programs. Assures that all forms, paperwork, and resources for agency are

properly managed, completed, and distributed to appropriate places and filed in compliance with state and federal laws and accurately according to employee needs.

Performs data entry into SCEIS HR/Payroll (PA) and Organizational Management (OM) modules to assure accuracy on all employee and agency records. Monitors and acts as backup to the payroll process.

Acts as Benefit Administrator and works closely with PEBA, SC Deferred Compensation, State Accident Fund, and other employee benefit related vendors.

Reviews EPMS processes, productivity, and equality measurement projects.

Other duties as required to include, but not limited to, participation in Lieutenant Governor's Office on Aging outreach events and partnering opportunities, and assists all staff members with overall mission and direction of the organization.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree in related field and five (5) years of experience in state human resources management programs to include staff development and training, mediation, and at least two (2) years of SCEIS HR experience. SCEIS Experience must include OM, TM, PA, and PY modules. Previous experience working with PEBA, SC Deferred Compensation, State Accident Fund, and Comptroller General's Office. The applicant must possess ability to interpret and apply relevant laws, regulations, and procedures.

PREFERRED QUALIFICATIONS:

HRPD, PPD, and APM Certification preferred. SHRM Certification a plus.

ADDITIONAL COMMENTS:

This is an extremely fast paced position. Applicant must be a self-starter and have the ability to meet goals and deadlines.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov>

OR

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Job #37914

HUMAN RESOURCES MANAGER II

QS

Human Resources Manager II Supplemental Questionnaire

* 1. Do you have a bachelor's degree in a related field?

☐ Yes ☐ No

* 2. Do you have five (5) years of state human resources management experience?

☐ Yes ☐ No

3. If you answered yes to question #2, please describe your experience.

* 4. Do you have at least two (2) years of SCEIS HR experience?

☐ Yes ☐ No

5. If you answered yes to question #4, please describe your experience.

* Required Question