SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/11/17 CLOSING DATE: 07/21/17 (4:30 PM)

SCDC INTERNAL TITLE: BRANCH CHIEF-RECRUITING SCDC POSITION #: 014623

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0400 PM LOCATION: RECRUITING & EMPLOYMENT SERVICES, COLUMBIA (RICHLAND)

STATE JOB TITLE: HUMAN RESOURCES MANAGER II STATE JOB CLASS: AG15

PAY BAND/LEVEL: 06 C

BAND: 06 SPECIAL INCENTIVE: NO

\$ 043226 - \$ 055813 SCEIS POSITION #: 61016640 HIRING SALARY RANGE:

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND EXPERIENCE IN HUMAN RESOURCES MANAGEMENT PROGRAMS.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND THREE (3) YEARS EXPERIENCE IN HUMAN RESOURCES MANAGEMENT PROGRAM, ONE (1) OF WHICH MUST BE IN A SUPERVISORY CAPACITY; OR AN ASSOCIATES DEGREE AND SIX (6) YEARS EXPERIENCE IN HUMAN RESOURCES MANAGEMENT PROGRAM, ONE (1) OF WHICH MUST BE IN A SUPERVISORY CAPACITY; OR A HIGH SCHOOL DIPLOMA AND EIGHT (8) YEARS EXPERIENCE IN A HUMAN RESOURCES MANAGEMENT PROGRAM, ONE (1) OF WHICH MUST BE IN A SUPERVISORY CAPACITY.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION OVERSES DAILY OPERATIONS OF ALL RECRUITING AND EMPLOYMENT SERVICES STATE-WIDE, FOR THE PROCESSING OF CORRECTIONAL OFFICER/CADET VACANCIES; ALL ANNOUNCED, TEMPORARY/PINK SLIP AND GRANT POSITIONS. OVERSEES THE APPLICATION, SELECTION AND RECRUITMENT PROCESS FOR PROMOTIONS, DEMOTIONS AND REASSIGNMENTS STATE-WIDE. ENSURES THAT ALL SELECTIONS ARE PROCESSED IN COMPLIANCE WITH FEDERAL/STATE LAWS AND AGENCY RULES, REGULATIONS AND POLICIES. MONITORS EFFICIENCY OF ALL SYSTEMS APPLICABLE TO RECRIPTING AND EMPLOYMENT PROCESSING, OVERSEES BRANCH BUDGETING AND MONITORS RENEWAL OF EXISTING CONTRACTS.

MUST ATTEND SCDC BASIC TRAINING