



CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE

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## Job Announcement

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**Job Title:** **HUMAN RESOURCES DIVISION MANAGER**  
**(TRAINING & EMPLOYEE DEVELOPMENT DIVISION)**

**Type of Vacancy:** Open Competitive  
**Job Opening No.:** 2300121-1  
**Work Location:** HR-TRAINING & EMPL DEVELOP  
**Starting Salary:** \$27,8140 Hourly / \$57,853 Annually  
**Application Date:** 02/03/2023 - 03/02/2023  
**Job Code:** 1578  
**Pay Grade:** 2280  
**Application Times:** Friday 12 Noon - Thursday

**NOTE:** Applicants using education to qualify for any job MUST attach a copy of their degree or transcript to their application at the time of applying. Applicants applying for any position that requires an official certification MUST attach a copy of that certification at the time of applying. Applicants MAY use experience as a substitution only if the minimum requirements indicates such. Failure to provide documentation of education, licenses, certifications, and courses may result in your application being REJECTED or a lower application score.

### GENERAL DESCRIPTION

Under the direction of the Human Resources Director and Assistant Human Resources Director, performs professional, supervisory and administrative work in a division within the Department of Human Resources. Work involves responsibility for directing, planning, and coordinating the activities of professional and sub-professional employees engaged in a specialized human resources area. Work is performed with independent judgment in accordance with established policies, rules and regulations. Work involves the use of independent judgment and is evaluated through the Performance Management Appraisal System (PMAS). Performs other work as requested.

### MINIMUM REQUIREMENTS

#### EDUCATION AND EXPERIENCE

Bachelor's degree in human resources management, business administration, public administration, or a related field, and six years of professional level experience in human resources, including two years of supervisory experience (may include budget or project supervision).

#### SUBSTITUTIONS

Equivalent higher education in human resources management, business administration, public administration or a related field may substitute for work experience.

#### SELECTIVE CERTIFICATION

Experience developing curriculum or training programs required.  
Talent Development certification or Society for Human Resources Management (SHRM) certification preferred.

#### EXAMINATION

Score derived from application grading.

#### APPLICATION NOTE

In your employment application, please include detailed information such as software and equipment used, documents produced, fiscal or legal duties performed, types of customer service provided, decisions made, guidelines followed, supervisory duties, etc. Failure to provide a detailed description of job duties may result in your application being rejected or a lower application score.

**Note:** For the complete job specification, please visit [www.brla.gov/hr](http://www.brla.gov/hr).

**Career Assessment:** Explore career options and take a free career assessment at [www.brla.gov/careerguide](http://www.brla.gov/careerguide).

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