

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**HUMAN RESOURCE ADVISOR III, Pay Grade 16**

**Primary in New Castle County (with travel to Kent County and Sussex County)**

**OR Primary in Kent County (with travel to New Castle County and Sussex County)**

**Opening Date: April 20, 2022**

**Closing Date: Until Filled**

**Summary Statement:** This is an integral Human Resource position in the Delaware Department of Justice (“DOJ”) Human Resources Unit, Administrative Division, at the *advanced level* of professional human resource work as described in this Job Posting. Employees at this level of the Human Resource job classification are expected to perform complex work independently. *The DOJ is a non-merit State agency.*

**Minimum Qualifications:** Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelor’s degree or higher.

**OR**

Three years of professional human resource experience.

**OR**

Two years of professional human resource experience AND a Statewide Human Resource Certification or professional human resource certification.

2. Two years of experience in performing professional human resource work in support of a human resource function.
3. Two years of experience in providing guidance, direction and recommendations to employees, management, or others on inquiries and/or challenges.
4. Two years of experience in applying human resource laws, rules, regulations, standards, policies, and procedures.
5. Two years of experience in using an automated information system to enter, update, modify delete, retrieve/inquire and report on data.
6. Strong interpersonal, written, and verbal communication skills.

**Essential Functions:**

- Serves as resident expert and point of contact for DOJ employees’ human resource needs by providing guidance, consultation, and recommendations on a variety of human resource matters identifying and resolving challenges, needs and complaints.

- Primary administrative responsibility for entry of data into the State automated human resource system for personnel actions, healthcare benefits, payroll and time and labor.
- Interprets, explains, and applies applicable State and Federal laws, rules, regulations, policies, systems, and procedures and follows the requirements applicable for merit system rules, Office of Management and Budget and Department of Human Resources regulations, objectives, and Federal mandates.
- Conducts research and analysis to resolve complex human resource matters to determine impact of recommendation on agency operations and communicates results to employees and/or leadership.
- Participates in the preparation, research and presentation of investigations, grievance cases, arbitration, and/or hearings.
- Leads meetings, conference calls and/or presentations.
- Provides on-the-job training, guidance, and direction to professional, paraprofessional, and/or administrative support staff.
- Collects, analyzes, and evaluates data from a variety of sources and presents/communicates information effectively regarding updated human resource procedures, policies, healthcare benefits, pension, etc.
- Identifies and analyzes inquiries/problems/needs/issues from DOJ employees and assesses their impact and generates and evaluates alternatives.
- Provides recommendations, guidance and direction to management for the purpose of understanding personnel matters, meeting organizational and operational goals and objectives and identifying/resolving problems/needs.
- Prepares and interprets a variety of reports.
- Conducts studies, provides statistics, and works on special confidential projects for management.
- Is a contact with other state agency human resource staff, and others outside state government, through various methods of communication, primarily for the purpose of assisting/educating others on unfamiliar concepts, facilitating meetings/committees and identifying/resolving problems, needs, and complaints.

**Desired Qualifications:** Preference will be given to State employees who have working knowledge of the State Payroll Human Resources Statewide Technology (“PHRST”).

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- **OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.**