

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1219

TITLE: SENIOR HR CONSULTANT

GRADE: S-29

DEFINITION:

Under limited direction, serves as the advanced specialist and expert for a major County-wide human resources program; guides program implementation within a specialized program area; provides leadership in the development and maintenance of programs, systems, policies and procedures; serves as a senior consultant to Department Heads and County Senior Management on a variety of complex human resources issues; serves as team lead for other personnel analysts performing advanced human resources work. Employees in this classification are considered technically authoritative within their specialized area and perform work requiring considerable independent action and judgment.

DISTINGUISHING CHARACTERISTICS:

The Senior HR Consultant is distinguished from the Human Resources Analyst IV in that the Human Resources Analyst IV manages a major business area within the Human Resources Department and serves as a member of the senior management team reporting to the Department Director whereas the Senior HR Consultant serves as the County-wide expert within a specialized area.

The Senior HR Consultant is distinguished from the Human Resources Analyst III class in that the Senior HR Consultant serves as the County-wide expert within a specialized area whereas the Human Resources Analyst III performs advanced human resources work in a functional area and relies on guidance from the Senior HR Consultant within specific areas of expertise or on direction from the Human Resources Analysts IVs within their functional area of expertise.

ILLUSTRATIVE DUTIES:

Expand, revise, and enhance County Human Resources systems, programs, and products consistent with County, State and Federal laws and regulations;
Provide consulting support to multiple business partners to proactively and creatively resolve complex Human Resources issues;
Lead cross-agency change initiatives throughout to improve services and meet the needs of the client agencies;
Collaborate with senior executives to design, develop, implement, and evaluate new human resource policies and procedures;
Lead cross-functional project teams;
Manage projects from conception through implementation using accepted project management techniques;
Manage the procurement process for securing Human Resources consultant support, including drafting statements of work/requests for bid, evaluating proposals, selecting a contractor, and managing projects;

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Apply systems solutions to business problems; trains users in system functions;
Serve as the subject-matter expert on Human Resources trends, legislation, policy and programs;
Lead complex Human Resources studies with County-wide impact or of diverse, complex organizational structures and/or functions;
Design and lead benchmarking studies to assess County Human Resources programs and policies;
May supervise the work of professional or administrative staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles and practices of public sector human resources administration in relevant areas;
Extensive knowledge of human resources theories, practices and concepts;
Advanced knowledge of Federal, State and County laws, ordinances, rules and regulations pertaining to all aspects of human resource management;
Knowledge of the principles, theories, and practices of Human Resources development, including group dynamics, teaming and problem solving;
Knowledge of facilitation and presentation techniques;
Knowledge of project planning and project management techniques;
Ability to provide human resource consulting services in relevant areas;
Ability to gather, analyze, synthesize, and present facts, findings and recommendations;
Ability to establish and maintain effective relationships with citizens, employees and public officials;
Ability to develop recommendations, reports, studies and presentations;
Ability to guide, lead or supervise professional or administrative staff;
Highly developed skills in collaboration;
Highly developed skills in oral and written communication.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in human resource management, public administration, or a related field plus
Four years of professional-level human resources experience including one year of specialized experience as a senior analyst within the specialized area.

ESTABLISHED: April 5, 2007