

HUMAN RESOURCES SUPERVISOR

SUMMARY/PURPOSE

The Human Resources Supervisor will be responsible for coordinating the administration of employee relations, compensation, employment, and civil service, acting as a lead person in the delivery of human resource services with specific responsibility for providing information to other Human Resources staff and City employees regarding policies and regulations, providing general supervisory support to Human Resources staff; and assisting the Manager, Human Resources, Healthcare & Safety in ensuring that personnel functions conform to all applicable regulatory requirements.

DISTINGUISHING FEATURES OF THE CLASS

Work is performed independently under direction of the Human Resources Manager. An employee in this class is expected to exercise initiative and independent judgment in performing assigned tasks, supervising and evaluating assigned staff, and in formulating recommendations in accordance with established policies, procedures, and public Human Resources administration practices. An employee in this class is principally responsible for compliance matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inform and counsel management on employee issues, contract administration, civil service code, and other human resources issues.
2. Conduct, along with other Human Resources employees, the employee orientation for the purpose of ensuring new employees are knowledgeable of current practices and administrative processes as well as completion of forms.
3. Coordinate the activities of other Human Resources employees for the purpose of ensuring all appropriate deadlines are met effectively and efficiently.
4. Participate in developing short- and long-term goals and objectives, and assess the effectiveness of human resource programs and procedures in meeting overall strategic goals.
5. Maintain awareness of trends and developments in human resources practices and implement new, enhanced, and revised procedures/programs based on trend analysis, policy direction, and compliance with laws and regulations.
6. Ensure that all governmental reports are accurate, complete, and filed by submission deadlines.
7. Research, recommend, develop, and implement process improvements and enhancements to increase efficiencies and effectiveness of human resources administration.
8. Research and develop educational materials and presentations to train managers and employees on human resources-related subjects.
9. Evaluate the effectiveness of training sessions and programs for the purpose of determining whether changes need to be made to ensure appropriate skills development.
10. Research, write and/or revise human resources-related policies and procedures; oversee maintenance of the City Policy & Procedure Manual.
11. Provide consulting services to administration and department management concerning personnel planning and development needs.
12. Monitor selection processes, research and recommend new methods for recruitment and selection, and conduct selections for high-level positions.
13. Respond to requests and inquiries from management, employees, bargaining units, other governmental agencies, and the general public.
14. Perform professional level human resources work as a Human Resources Generalist.
15. Assist with labor relations issues including investigations, discipline, and grievances.
16. Assist in the contract negotiation process, including research of proposals and development of management positions as required.
17. Supervise employee performance, and provide training, coaching, and mentoring for employees as directed by manager.

18. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
19. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
20. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
21. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
22. Act on behalf of the Manager, Human Resources, Healthcare & Safety upon request or during absence.
23. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in public administration, human resources, or a related field from an accredited college or university, plus a minimum of four (4) years of progressively responsible professional experience as a human resources generalist; or
 - B. An equivalent combination of education and progressively responsible experience in general or specialized human resource work preferably involved in supervising and participating in employment services activities in recruitment, selection testing, and employee development/training totaling six (6) years.
 - C. Supervisory experience preferred.
2. License Requirements
 - A. Certification by the Human Resource Certification Institute (HRCI) or the Society for Human Resource Management (SHRM) preferred.
3. Knowledge Requirements
 - A. Extensive knowledge of effective leadership and personnel practices.
 - B. Extensive knowledge of public human resources administration, including recruitment, selection, and examination, wage and hour laws, affirmative action, equal employment opportunity, training and employee development, and classification and compensation.
 - C. Knowledge of relevant federal, state, and county laws, rules, and regulations as they relate to public human resources administration.
 - D. Knowledge of rules and state statutes pertaining to human resources functions, human resources management, and policies and processing.
 - E. Knowledge of laws and regulations related to affirmative action, equal employment opportunity, and federal guidelines on employment.
 - F. Knowledge of principles of administration, supervision, training, and evaluation.
 - G. Knowledge of research, analysis, evaluation, and reporting techniques.
 - H. Knowledge of City government organizational structure including departmental functions, occupations, and job content.
 - I. Knowledge of interviewing techniques and statistics as applied to treatment of test and survey data.
4. Skill Requirements
 - A. Skill in administering a variety of human resource programs.
 - B. Skill in communicating logically, persuasively, and accurately in verbal and written forms.

- C. Strong computer skills, including HRIS, word processing, database, spreadsheet, presentation, and email applications.
 - D. Skill in applying sound business judgment in decision making.
 - E. Skill in providing exemplary customer service and satisfaction with continuous focus on compliance.
 - F. Skill in researching and analyzing complex issues, developing recommended actions, preparing reports, and maintaining records.
5. Ability Requirements
- A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - C. Ability to maintain confidential information.
 - D. Ability to use good judgment in decision making.
 - E. Exhibit leadership qualities of adaptability, dependability, and accountability.
6. Physical Ability Requirements
- A. Ability to sit for extended periods.
 - B. Ability to transport oneself to, from, and around work sites of projects, tests, and other assignments.
 - C. Ability to occasionally transport, usually by lifting and carrying, material/equipment weighing up to 25 pounds per load for presentations.
 - D. Fine dexterity to operate computer, calculator, and other office equipment.
 - E. Visual acuity to inspect documents for accuracy.
 - F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
 - G. Ability to occasionally bend, stoop, and reach for supplies, files, etc.
 - H. Ability to attend work on a regular basis.

HR: TS	Union: Supervisory	EEOC:	CSB: 02/06/2018	Class No:
WC:	Pay: 1100-1110	EEOF:	CC:	Resolution: