

JOB DESCRIPTION

JOB TITLE: Human Resources Supervisor (ER, Employment, Comp, CS)

JOB NO: PM020222

JOB FAMILY: Professional\Managerial

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

When assigned to Employee Relations, Employment, Compensation and Civil Service, the Human Resources Supervisor will be responsible for performing a variety of duties related to managing the functions of: employee relations, compensation, employment, and civil service; providing general supervisory support to Human Resources staff; and assisting citizens and City employees with human resources related matters.

SUPERVISION

General supervision is provided by the Human Resources Director. Responsible for supervision of one Human Resources Analyst and two Human Resources Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Provide timely, accurate and thorough Performance Reviews for supervised employees.
3. Manage the employment process, including supervision of the application and testing process, review of applications, background checks, driver's license checks, physicals and other pre-employment processes.
4. Plan, direct, coordinate, and review work of assigned staff; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; provide training and direction as needed.
5. Oversee the development and implementation of computer applications that enable applicant tracking, turnover, testing, and other human resource information requirements.
6. Manage the City's recruitment process to ensure positions are filled in a timely manner with qualified personnel; monitor placement of advertisements and internal and external recruitment postings; monitor the screening process of candidates; monitor and facilitate the testing and interview processes; coordinate employment process activities with other departments and divisions.
7. Respond to and resolve difficult and sensitive citizen inquiries and complaints regarding the employment process; answer questions and provide employment policy information to citizens and employees.
8. Oversee the Civil Service function by managing applicant and promotional testing as required, including the Civil Service Test and General Government employment test program; maintain and monitor Civil Service eligibility lists; verify testing compliance with local, state, and federal regulations; represent and assist with defense for City in Civil Service Appeals hearings related to testing.

9. Evaluate, plan and make recommendations on the compensation and Employee Relations programs to ensure the City's resources are maximized.
10. Manage the compensation processes including but not limited to; annual salary survey study; ensuring internal and external equity, classification and reclassification processes, conducting employee job analysis interviews, composing job descriptions, determining appropriate classifications; perform job evaluations, conduct salary surveys, monitor market movement for benchmark positions and develop key definitions for factor dimensions and levels; assist with development and implementation of pay ranges and family based pay plans. Manage the development and implementation of the Pay Plans for General Government, Police and Fire.
11. Assist managers and employees in interpreting general government policies & Procedures and Civil Service Rules and Regulations.
12. Assist managers and employees in interpreting and implementing FLMA, FLSA, ADA, ADEA, EEO, Title VII, and other human resources employment law related issues.
13. Assist Director of HR with Administration of Civil Service Commission and Trial Board.
14. Keep abreast of the latest developments in the human resources field as related to Compensation, Employment, Civil Service, and Employee Relations.

OTHER DUTIES AND RESPONSIBILITIES

1. Select, train, motivate and evaluate assigned staff; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
2. Participate in department budget preparation and administration; monitor and control expenditures.
3. Analyze and evaluate a variety of data including turnover, recruitment, performance appraisals and salary surveys; recommend policy and procedure changes as appropriate.
4. Provide administrative support to assist the Director and Manager of Human Resources, as well as other staff, in the completion of their duties and responsibilities.
5. Attend and participate in professional groups, committees and seminars; stay abreast of new trends and developments in the field of human resources and management, especially in the areas of primary expertise.
6. Research and verify legislation and its impact and effect on the City; prepare related correspondence and recommendations.
7. Review and perform quality checks on classification, employment, benefits, retirement and compensation activities processed through the Human Resources Department.
8. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university with major coursework in human resources, public administration, management, or other related field.

EXPERIENCE

Five years of increasingly responsible professional/exempt experience in a human resources department in the administration of various HR functions.

LICENSES AND CERTIFICATES

None

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are:

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

The five supervisor competencies are:

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees;
3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, theory, and practices of recruitment and employment processes.

Principles and procedures of test development and administration.

Statistical procedures used in human resources.

Pertinent federal, state and local laws, codes and regulations, particularly those applicable to benefits and employment.

Principles, theory, and practices used in compensation management.

Principles, theory, and practices used in Employee Relations.

Pertinent federal, state and local laws, codes and regulations, particularly those applicable to employment, employee relations and compensation. (FLMA, FLSA, ADA, ADEA, EEO, Title VII).

Principles and practices of complex analytical reporting.

Skill in:

Preparing various reports and correspondence.

Analyzing and evaluating various surveys and circumstances.

Operating various types of office equipment, including computers.

Performing statistical analysis related to human resources management.

Ability to:

Perform supervisory responsibilities, including training, discipline, performance evaluations, discharge and commendations.

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Handle confidential information.

Tactfully respond to requests and inquiries from the public.

Develop and compose a variety of documents with minimal supervision.

Effectively organize time, information and data.

Utilize a personal computer.

Research and analyze a variety of information.

Communicate clearly and concisely, both orally and in writing.

Read and comprehend written, oral and otherwise transcribed information.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Pass a medical physical examination.

Pass a drug test.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *frequently required to stand, sit, and walk for extended periods of time*
- *occasionally lift and carry objects weighing up to 24 lbs.*

Director of Human Resources

Date

Assistant City Manager

Date

DATE ISSUED: April 2005

REVISION DATE: