

# Human Resources Supervisor

DEPT:	Office of the City Administrator	FLSA:	Non-Exempt
DIV:	Human Resources	EEOC:	Professionals
DATE:	January 2024		



## POSITION SUMMARY

Performs a variety of **professional, specialized complex administrative and management analysis** work and project management in support of Human Resources.

## SUPERVISION RECEIVED

Work under the general supervision Human Resources Director

## SUPERVISION EXERCISED

Provides direct supervision to HR Assistants

## ESSENTIAL FUNCTIONS

Perform as an effective team member contributing to a solutions-oriented and customer focused service to city employees, departments, and City Administration.

Provide excellent customer service to employees and the public by responding to requests and questions in a timely and professional manner.

Assist with day-to-day operation of the Human Resources Department, which may include personnel action forms (PAFs), review of compensation and benefits plans, conducting research and editing policy changes, and assisting with HRIS systems.

Assist HR Assistants with recruitment processes, including creating job postings/advertisements, developing recruitment strategies and efforts, assisting with interviews as needed, and writing job offers to candidates.

Conduct job analysis to create, maintain, and update job descriptions and class specifications. coordinate changes with employees, supervisors, and department heads, as needed.

Complete and conduct compensation surveys and make recommendations as needed to maintain a fiscally responsible, yet competitive salary and benefit package. Maintain employee, job, pay, and market data in HRIS and the compensation systems.

Develop techniques for compiling, preparing, and presenting data related to compensation, payroll, benefits, or other functional areas as assigned. Provide comprehensive data analysis for special projects, as needed; provide explanation of data; identify trends and make recommendations based on projections.

Calculate total compensation value for grant applications, budget requests and reports, and other projects, as needed; identify salary and benefits cost details according to various position types.

Assist in the development, implementation, interpretation, and administration of city Human Resources policies, procedures, and programs; acts as lead for project teams, with consequences involving specialized and/or technical areas requiring application and interpretation of data, facts, procedures, policy, and law.

Conducts periodic review and update of city employment policies; maintains knowledge of laws and regulations; review, interpret, and make recommendations for policy, processes, or program improvements.

Assists in the completion of various surveys and reports as required by state and federal agencies in monitoring employment practices and procedures (EEO).

Develop and maintain standard operating procedures for critical processes.

Attend human resource related seminars and conferences and reads industry publications to stay current on trends and legal requirements; may maintain active memberships in national and local chapter of Public Sector HR Association (PSHRA).

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

- A. Graduation from an accredited college with a bachelor's degree in human resources, public administration or related field;

AND

- B. Three (3) years of experience related to municipal management, human resource management in the public sector, including but not limited to program evaluation, research and policy development, benefit program administration and computer-based records management;

OR

- C. An equivalent combination of education or experience.

2. Essential knowledge, skills, and abilities:

Working knowledge of human resource management theory, methods, and practices; the legal environment related to human resource management; benefit, retirement, and compensation laws and guidelines; federal and state laws as they apply to personnel management practices. **Considerable knowledge** of city department operations including applicable laws and regulations; principles of supervision, including evaluation and motivation; training methods; basic computer operation. Considerable knowledge of budget development and fiscal accounting principles, practices and procedures. **Considerable knowledge** of state laws as they apply to city management practices; human resource management practices and procedures. Knowledge of principles, techniques and methods required in marketing, promotions, public and media relations; organizational skills.

**Skill** in cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents. Skill in the operation of computers and office equipment

Ability to communicate effectively, verbally and in writing; maintain quality work production while dealing with deadline pressures imposed from within and without the division; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity is required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)