

**Classification Title: Human Resources Supervisor**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Supervises basic human resources and office management functions for the Department. Oversees and approves the processing of personnel actions and ensures they are completed in a timely manner.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Oversees processing and approval of all HR actions. Coordinates these activities with other areas of the department. Ensures that required forms are completed in a timely manner to meet payroll deadlines. Reviews and approves employee and position actions such as: lateral, demotion, in-band salary adjustments, new hires, pay changes and separations. Independently manages position changes for the County.
2	S	Participates on systems teams to audit mass changes to employees and positions (e.g. merit increases, labor market changes).
3	S	Responds to department and employee inquiries regarding employment policy, payroll and compensation issues. Oversees and maintains data collection for salary analysis and input for compensation and classification issues.
4	S	Determines how to process the more difficult and unusual employee/position actions.
5	S	Builds relationships with departments and management to facilitate positive employee partnerships and recruit new employees.

**CLASSIFICATION REQUIREMENTS:**

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Education	Associate's degree in Human Resources Management, Public Administration, Business Administration or related field.
Experience	Four years of experience in administrative work and records management, including one year of supervisory experience.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	No budget responsibility
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and providing advice to others on specific issues and/or general policies. Contacts require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.