

Code: 1524

Title: HUMAN RESOURCES SUPERVISOR

SUMMARY: Supervises specific functions of a centralized human resources department in a public jurisdiction. Specific functional areas of assignment may be in recruiting/selection, FMLA/E-Verify, Employment Rights, records, classification, compensation or employee benefits

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

In conjunction with management, plans, organizes and coordinates the activities of the assigned functional area;

Supervises professional and support staff in the assigned functional area;

Analyzes, defines and establishes section and division program areas and objectives for long and short term planning related to the county's personnel programs;

Researches and analyzes data and makes recommendations to management to develop or revise policies and determine strategies for the development and delivery of services relating to the assigned functional area;

Monitors and evaluates program performance and effectiveness of services provided and assures compliance with applicable federal, state and county policies and regulations;

Organizes, supervises and prepares studies and written reports on functional area activities and submits to management for action, consideration or direction;

Directs and may participate in the conduct of investigations, inquiries, assessments, evaluations and audits of other department's compliance with relevant rules, regulations, policies, procedures and provides management recommendations to address issues or discrepancies identified;

Maintains and recommends or coordinates changes to county rules, regulations, procedures and instructions through appropriate management channels, to include other agencies, e.g., merit system commission, law enforcement merit commission, etc.;

Coordinates and may participate in the receipt, investigation, resolution and documentation of employee grievances, complaints, allegations of discrimination/nondiscrimination, merit system appeals, mediation programs, Americans with Disabilities Act (ADA) and workplace violence complaints;

Represents Human Resources management for the assigned area of responsibility as directed, in various forums;

Directs the creation and maintenance of required functional area public records in manual, computer-based and electronic forms;

Coordinates the development of informational materials to promote accurate understanding of program activities, services, and requirements provided by the assigned functional area;

Advises client departments and operating agencies on interpretation and application of county personnel policies and procedures;

Researches, analyzes, interprets and implements personnel policy, rules, regulations, requirements and directives;

Assigns work, trains and evaluates assigned personnel;

Recommends and monitors work-unit budgets;

Monitors contractual agreements and services and prepares requests for and analyzes proposals received for area of responsibility;

Provides guidance and makes recommendations on actions regarding contracted services related to personnel functions;

Develops and maintains written procedures for area of responsibility;

Maintains, and assures staff maintains required security and confidentiality of information created or encountered in the performance of duties;

Maintains currency on relevant county, local, state and federal laws, rules, regulations, policies and procedures that affect functional area of responsibility.

KNOWLEDGE & SKILLS:

Knowledge of:

- supervisory and managerial techniques;
- principles, practices, and techniques of delivery of human resources services in a governmental setting;
- principles and practices of the assigned functional area;
- principles of contract administration;
- techniques of information gathering, processing, analysis and presentation;
- federal, state and local legislation affecting functional area;
- applications of computer-based resources to facilitate and document functional area activities.

Skill in:

- supervising, training and evaluating assigned staff;
- analyzing and evaluating compiled data and reports;
- interpreting and applying laws, rules, regulations, procedures and policies;
- conducting and documenting inquiries, investigations, audits and reviews;
- communicating effectively, both orally and in writing;
- negotiating, coordinating and facilitating activities of assigned functional area;
- analyzing personnel situations, activities and problems through various research methodologies and developing recommendations for management attention;
- analyzing and administering contracts.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in human resources/personnel, business, public administration, management or a closely related field as defined by the Appointing Authority at the time of recruitment and three years of exempt, professional level personnel experience, PLUS one year of supervisory experience. (Supervisory experience may be concurrent with required professional experience.) [A Master's degree in one of the cited disciplines may be substituted for one year of the required professional experience.]

(Additional relevant professional experience may be substituted for up to half of the aforementioned education.)

OR:

(2) Three years of experience with Pima County in an exempt, professional Human Resources classification or combination of experience in two or more exempt, professional Human Resources classifications.

OR:

(3) One year of experience with Pima County as a Human Resources Records Supervisor.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.