

*Code: 4115*

*Title: EMPLOYMENT RIGHTS SUPERVISOR*

**SUMMARY:** Plans, organizes and supervises functions and activities of the Employment Rights work unit within the centralized Human Resources Department. Supervises staff daily work activities, projects and unit work goals.

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

Plans, organizes and administers functions and activities of the Employment Rights work unit within the centralized Human Resources Department;

Plans, organizes and supervises work unit staff's daily work activities, projects and unit work goals;

Assists in developing employee-related policies and procedures for use on a countywide basis;

Assists management in researching and interpreting current and proposed changes to federal and state employee-related laws, regulations and policies;

Supervises and coordinates maintenance and update activities related to employee-related administrative investigations, county Merit System Rules, Personnel Policy grievances and appeals, and American's with Disabilities Act (ADA) employment related filings;

Consults and advises county departments on federal and state employment law matters, county rules and policy interpretations;

Supervises and performs special projects and studies;

Conducts research, gathers, reviews and analyzes data and prepares reports, summaries and recommendations;

Researches and makes recommendations for preparing or modifying employee-related Personnel Policies, Merit System Rules and other procedures used within the work unit, department or county;

Performs training with staff, evaluates performance, initiates and prepares appropriate disciplinary actions and conducts hiring activities for work unit;

Coordinates training activities of work unit with other county departments;

Maintains required security and confidentiality of all information encountered or created in the course of assigned duties;

May testify on behalf of the county in court or before the Merit Commission or other body.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of staff supervision, training, evaluation and professional development;
- applicable Federal, State, County and related laws, rules, regulations, policies and procedures for area of assignment;
- organizational structure and functions of County departments and agencies;
- county Merit System Rules, Personnel Policies/Procedures and like administrative and management policies and procedures, to include new/revised federal and state rules, regulations and standards applicable to assigned function;
- functions and organization of the County Human Resources Department, the Merit System Commissions and like agencies;
- functions and organization of county departments and agencies;
- principles and techniques of interviewing and evaluation;
- applications of computer resources and software programs for examining, documenting and reporting audit and investigative results and activities;

- principles and techniques of alternative dispute resolution;
- principles and techniques of data gathering and analysis.

Skill in:

- monitoring and managing staff activities and resources and achieving unit work goals;
- conducting and documenting comprehensive compliance or administrative audits, formal and informal investigations;
- assessing county departments'/agencies' compliance with county Merit System Rules, Personnel Policies/Procedures and like administrative and management policies and procedures, to include new/revised federal and state rules, regulations and standards relative to personnel management/administration functions;
- analyzing audit and investigative results and developing recommendations for correction of discrepancies found;
- conducting research related to employee law and interpreting and reporting findings.

MINIMUM QUALIFICATIONS:

EITHER

(1) A Bachelor's Degree from an accredited college or university with a major in human resources, management, public or business administration or a related field, as determined by the Appointing Authority at the time of recruitment, and four years of professional-level human resources management experience, which included at least two years of direct supervisory experience. (Additional relevant professional-level experience/education from an accredited college, university or technical school may be substituted.)

OR

(2) Three years of experience with Pima County as a Human Resources Supervisor.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

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.