



Job Title	Human Resources Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	17941

Class Specification – Human Resources Supervisor

Summary Statement:	
The purpose of this position is to supervise the work of staff that performs daily human resource responsibilities in the areas of records management, training, and recruitment and selection process within a division or department.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Develops, plans, schedules, coordinates, and assigns work; establishes and determines goals, priorities, methodology, and procedures for subordinate employees; reviews employee work for adherence to guidelines and internal as well as citywide standards; and develops work schedules to meet time sensitive process requirements. Advises and consults with managers, supervisors, employees, and others on human resource matters as it relates to the functional area. Implements and interprets guidelines, policies, and procedures developed by higher-level managers; assists in developing, recommending, and coordinating the implementation of new procedures for the section. Develops performance management programs within the section, monitors and documents employee performance, provides ongoing performance feedback, and annually or more frequently evaluates employee performance.
35%	Provides oversight for the full life cycle of recruiting functions such as job postings, application processing, applicant tracking, interview, reference check and background processes, NeoGov administration, and coordinate with ADA placements. Reconciles benefits and personnel transactions against the citywide human resources information system, internal department employee information databases, City Auditor systems, processes, and reports, and outside service provider information and reports. Oversees and provides direct assistance in the preparation and maintenance of employee records including the employee master record as well as reporting related components of that information. Internal components include: healthcare benefits, retirement, paid time off (vacation, sick leave, personal time, FMLA), performance evaluation requirements,



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	training requirements, licensing/certification requirements. Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above. Evaluates, recommends, and implements process improvements for functional area.
30%	Interviews and selects staff to hire, promote and transfer within the section; and participates in other interview processes as requested. Develops, plans, and implements staff training and development; and coaches, mentors, and leads staff in career development efforts. Develops and provides input for budget preparation by the department/division. Monitors progress against budget on an ongoing basis; assists in the preparation of quarterly and annual reports.

Competencies Required:	
Human Collaboration Skills:	Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading:	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math:	Intermediate – Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurements. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Skilled in a Technical Field:	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in Business Administration, Human Resources, or a related field.

Experience: Five years of full-time professional experience in Human Resources including two years of supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives / effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Administrative Direction – The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title prepares accounting, budget, employment actions, purchasing documents: and does research to justify language used in documents for a unit or division of a department.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized HRIS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2018