

HR SUPERVISOR 4

KIND OF WORK

Personnel management work in a major state department or advanced level personnel supervisory work in a state regional center, college or correctional facility.

NATURE AND PURPOSE

An employee in this class is responsible for directing the personnel management program of a major state department or for serving as the principal assistant in the personnel division of one of the largest departments. In a college or institution setting, an employee in this class directs the personnel department and personnel management program with a high degree of delegated authority. Although work is based on laws, rules and procedures, there is wide latitude for the use of individual judgment and initiative in their application.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Acts as the department's representative to the Department of Employee Relations in conducting personnel transactions, planning training programs and investigating problems of examination, job classification, employee status and grievances.

Interviews job applicants, makes investigations and recommendations for appointment and directs induction and orientation of new employees.

Interprets and clarifies civil service laws, rules and procedures to department officials, supervisors and employees.

Makes recommendations concerning staffing, training, temporary appointments, salary increases and grievance settlements.

Directs the administration of the employee appraisal and job performance rating system.

Informs employees about promotion and transfer possibilities, training courses, retirement benefits and grievance settlements.

Prepares organizational charts and tables.

Supervises maintenance of department personnel records.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the principles and practices of personnel management with special emphasis on selection, placement, training, employee rights and benefits and employee evaluation.

Considerable knowledge of the training, skills and abilities required in different occupations.

Considerable knowledge of personnel laws, rules and procedures and ability to apply them to personnel problems and transactions.

Ability to:

Analyze positions for classification, recruiting and training purposes; to make organizational studies and to investigate problems of classification, employee evaluation and grievances.

Work with employees, supervisors and employee groups.

Est.: 7/41
Rev.:
Ckd.: 11/92

T.C.: 12/47, 3/55, 7/67, 10/73, 4/9/13
6/75
Former Title(s): Personnel Officer I
Personnel Officer II
Personnel Officer III
Personnel Manager I
Personnel Director I