

HR SUPERVISOR 2

KIND OF WORK

Supervisory professional public personnel work.

NATURE AND PURPOSE

An employee in this class is responsible for performing and supervising the performance of personnel management functions in a state department, college, or institution. In a small agency or institution, the employee may direct the on-going personnel management activities, with considerable individual judgment and initiative as well as delegated authority. In a large state department, the incumbent may serve as a specialist or a general staff assistant in the personnel section. At this level the employee is expected to function without day-to-day supervision, applying and interpreting departmental and merit system policies and participating in the development of work procedures to implement policy or resolve problems. Employees in this class are involved in relationships primarily with the state personnel staff, management of their employing agency, job applications, and subordinate employees.

Supervision and guidance is provided through periodic review of results achieved.

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

Recruits, interviews, and recommends the selection of prospective employees who will provide the agency with the most effective work force possible.

Reviews positions within the agency as to level and difficulty of assignment; recommends reclassification of positions to the Personnel Department of Employee Relations and recommends or takes action on personnel forms effecting changes in positions so that positions of a similar type and level within the organization are treated uniformly.

Assists others within the agency in identifying training and manpower needs so that the organization will have an adequate and effective work force.

Participates in meetings, conferences and negotiations with organized employee representatives to assist in the resolution of differences and to represent management's interest.

Supervises subordinate employees the processing of personnel forms, preparation of payroll and maintenance of daily time and leave records for the agency to ensure that merit system principles are applied within the organization.

Provides information and guidance regarding the personnel management function to supervisory and management personnel within the organization in such a manner that their knowledge and skills in this functional area are increased to the fullest extent possible.

Supervises support staff in carrying out program responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The basic principles and practices of public personnel administration and personnel law and rules.

Agency personnel policies, programs and practices as well as general governmental functions and administrative organization.

Ability to:

Under general supervision to analyze complex personnel problems and recommend action to solve problems in a manner consistent with good personnel practice.

Establish and maintain effective working relationships with agency officials, other employees, and the general public.

Relate personnel matters and problems to the agency's organization and efficiency.

Supervise a staff of professional and support employees.

Est. 1/5/82
Rev.:

T.C.: 4/9/13
Former Title(s): Personnel Officer Sr. Supv