

## DEPARTMENTAL HUMAN RESOURCES SUPERVISOR

Bargaining Unit: Management - Mgmt  
Classes, Classified & Exempt

### SALARY RANGE

\$41.58 - \$55.72 Hourly

\$7,206.68 - 9,657.65 Monthly

\$86,480.20 - \$115,891.70 Annually

#### DEFINITION:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.*

Under general direction, coordinates and guides the activities of a team of professional, paraprofessional and assistant staff to efficiently complete the day-to-day work a Departmental Human Resources team; meets performance agreements and accomplish divisional goals and objectives; performs comprehensive professional human resources work; handles the most complex and sensitive projects and assignments; performs other related work as required.

#### DISTINGUISHING CHARACTERISTICS:

Positions in this class are restricted to large County Departments and are responsible for providing lead direction to a team of Human Resources staff, performing comprehensive personnel work, and handling highly complex and sensitive projects and assignments in the administration of Human Resources functions.

This class is distinguished from positions in the class of Departmental Personnel Officer-Exempt in that the latter is responsible for the overall management and administration of the personnel division and a member of the Executive Team, whereas the Departmental Human Resources Supervisor has technical and supervisory oversight and responsibility for the day-to-day work and integrity of the personnel division. It is further distinguished from positions in the class of Departmental Human Resources Analyst II in that the latter performs professional-level analytical and technical work in hiring and on-boarding, employee relations, leave administration and other human resources activity, whereas the Departmental Human Resources Supervisor supervises personnel staff, provides administrative and technical oversight, and is responsible for assigned personnel functions and the personnel division.

This classification reports to the Departmental Personnel Officer, or other member of the Executive Management Team in a large Department.

**MINIMUM QUALIFICATIONS:**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:** Possession of a bachelor's degree from an accredited college or university in public administration, business administration, human resources management or a closely related field.

and

**Experience:** Four (4) years of full-time or its equivalent professional human resources experience. Qualifying experience should include one or more of the following areas of responsibility such as conducting classification studies, compensation analysis, recruitment and staffing, employee and/or labor relations, and leave administration, at least one (1) year of which must have been in a public agency. Depending on the position(s) to be filled, qualifying experience may be limited to experience directly related to the assignment as specified on the job announcement.

Note: Professional Human Resources experience is defined as performing duties that require interpretation, independence of judgment and application of defined principles, practices and regulations.

**KNOWLEDGES, SKILLS, AND ABILITIES:****Knowledge of:**

- Principles, methods and best practices of human resources functional areas
- Principles, practices and methods of effective administrative management
- Principles, practices and techniques of supervision and administrative program analysis
- Pertinent Federal, State and local laws, codes and regulations
- The requirements of the Meyers-Miliias-Brown Act (MMBA) as it pertains to scope of bargaining
- Standard and accepted principles and practices of public personnel administration, supervision, leadership, training, team building and conflict resolution
- Laws and regulations affecting public sector employment
- Principles and practices of payroll administration
- Administration of policies, procedures and provisions of Memoranda of Understanding (MOU) with bargaining units
- Recruitment, leave administration, employee and labor relations, and personnel and payroll data management programs
- English composition, grammar, spelling, vocabulary, and punctuation for both written and oral communications
- Oral communication techniques to include presentations to groups of various sizes
- Automated personnel, payroll and electronic data storage and retrieval systems

**Ability to:**

- Direct, supervise, evaluate, train and conduct performance appraisals

- Analyze, interpret explain and apply complex regulations, laws, directives, policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Prepare, review, and assist in the preparation of clear and concise reports, records and correspondence
- Provide exceptional customer service
- Maintain accurate documentation, records and files
- Establish and maintain effective working relationships with department management and bureaus
- Investigate, analyze, make decisions and recommend solutions to difficult administrative and personnel matters to the Departmental Personnel Officer
- Handle highly confidential and sensitive information and situations
- Develop and manage projects

#### **TYPICAL TASKS:**

Duties may include, but are not limited to, the following:

- Directs, plans organizes, trains and coordinates the work of a team of professional, paraprofessional and assistant staff
- Supervises assigned human resources functions
- Participates in the formation of personnel division goals and objectives; assists in developing benchmarks for measuring the effectiveness and performance of assigned program areas
- Assists in developing and administering department policies within area of assignment(s)
- Advises management and supervisory employees
- Acts as an internal consultant working across all divisions and teams within a department to solve a broad array of personnel problems and issues; formulates courses of action and recommends solutions to executive management
- May investigate and respond to employee discrimination and harassment complaints and work closely with County Counsel in preparing written responses to County and Governmental entities
- Provides consult, advice and recommendations to department staff on employee and labor relations matters
- Prepares and/or directs the preparation of complex reports on a wide variety of technical and professional matters
- Reviews and recommends streamlining or updating of policies, procedures and practices
- Understands and uses technology to continuously improve personnel services
- May represent the division at professional gatherings, public meetings, or legal hearings/mediations
- Conducts special projects as assigned by the Departmental Personnel Officer
- May act for the Departmental Personnel Officer in his/her absence
- Other duties as assigned in support of Human Resources division and the Department