

**CLASS TITLE: HUMAN RESOURCES SUPERVISOR**

**Class Code: 02734000**  
**Pay Grade: 36A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Office of Personnel Administration, to plan, supervise, coordinate, review and participate in the work of a human resources staff engaged in performing a full range of complex professional assignments in classification, compensation, job evaluation and/or merit selection; participates in the design and implementation of customized processes and organizational interventions needed to address specific human resources problem areas; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for initiative and independent judgement in the implementation of human resources strategies; work is subject to review for conformance with applicable statutes, regulations, policies and professional standards.

**SUPERVISION EXERCISED:** Plans, organizes, directs and reviews the work of professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Office of Personnel Administration, to plan, supervise, coordinate, review and participate in the work of a human resources staff engaged in performing a full range of complex professional assignments in classification, compensation, job evaluation and/or merit selection; participates in the design and implementation of customized processes and organizational interventions needed to address specific human resources problem areas.

To coordinate and participate in sophisticated analyses of required job competencies to identify appropriate classification recommendations and/or selection criteria for classified positions.

To coordinate and participate in the evaluation of individuals' job functions and/or work background to develop written, oral, performance and education and experience scores; classification allocations; minimum qualifications for entrance into exams; and related human resource applications.

To present and defend agency decisions on classification, compensation and merit selection actions in various adversarial forums (e.g., Personnel Appeal Board, arbitrations, grievances, Administrator of Adjudication, court, etc.).

To supervise and participate in the analysis and development of class specifications, career hierarchies and/or selection instruments.

To provide technical advice and assistance to state agencies in the areas of classification, job analysis, job evaluation, selection and/or recruitment.

To ensure that assigned projects and activities conform to state statutes and regulations, equal opportunity mandates, psychometric standards and labor contract requirements.

To develop and maintain valid classification structures, selection criteria and occupational groups through research and analysis of agencies' organization, operational methods and procedures, and classification studies.

To determine class comparability for use in setting appropriate compensation levels and selection criteria.

To participate in job analysis and job evaluation as a project coordinator, evaluator, professional resource or committee facilitator.

To confer with agency personnel staff, other agency officials and employees, union representatives and the public concerning classification and/or selection issues.

To assist and act in a confidential capacity to administrators who formulate, determine and effectuate management policies in the field of labor relations; to have access to confidential information concerning proposed or anticipated changes which may result from collective bargaining negotiations.

To review and evaluate proposed policies, procedures, legislation, etc. for possible impact on current human resources systems; to formulate appropriate reports and analyses with supporting research, documentation and conclusions.

To develop and provide training with respect to a variety of classification, compensation and merit selection topics.

To conduct salary surveys, market analyses and statistical comparisons in order to validate and/or adjust compensation levels for various job groupings.

To utilize electronic equipment, computer software, automated databases and related technology and equipment in the research and development of HR products and analyses.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of public personnel administration; a thorough knowledge of the professional standards and guidelines for position classification, compensation analysis, job evaluation, recruitment and merit selection; a thorough knowledge of the organization of state government and the function of state departments and agencies; a working knowledge of project management; a working knowledge of pertinent federal and state statutes, regulations and guidelines; a working knowledge of labor relations, grievance resolution and appeals procedures; the ability to supervise and coordinate subordinate professional staff; the ability to communicate effectively and develop cohesive written reports and analyses; the ability to interpret statistical data; the ability to establish effective working relationships with a variety of internal and external customers; the ability to provide leadership in the identification of problems, analysis of solutions, and implementation of strategies; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree with specialization in Public Administration, Human Resources Management, Psychology, Education, or a closely related field, including or supplemented by courses in classification/compensation theory, merit selection techniques and personnel administration; and

**Experience:** Such as may have been gained through: considerable employment in a responsible professional position involving project management requiring the application of modern personnel management principles and techniques in the area of classification/compensation and/or merit selection.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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