

PERSONNEL SUPERVISOR I

This is analytical and supervisory personnel work. It involves planning, coordinating, and administering one or more personnel functions in a personnel office of a major agency.

I. DIFFICULTY OF WORK:

Complexity of Assigned Work - Work is complex with emphasis on planning and supervising the work of analysts, technicians, and clerical employees in providing services for dynamic agencies of considerable size and having frequent change in structure and programs. Work is specialized in one or more areas such as classification, recruitment and placement, or policy administration and involves establishing work priorities and deadlines and occasionally developing new procedures or techniques to meet changing needs.

Nature of Guidelines - Numerous established guidelines, standards, and policies for the personnel area assigned are used in supervising and reviewing the staff's regular work. Occasionally other non-routine personnel techniques and methods are researched and applied to unusual problems or to meet changing personnel needs.

II. RESPONSIBILITY:

Impact of Work - Significant contribution is made directly and indirectly affecting both the work force and management since the responsibility for administering the area of work is usually decentralized to the agency.

Work Controls and Supervision Received - Regular work is performed with considerable independence within objectives and deadlines established by the personnel director or State Personnel; occasionally unusual problems which deviate from normal work are analyzed and their solutions are recommended or cleared with the supervisor.

Responsibility for Others - Usually having delegated authority supervises the work of one or more analysts and several technicians and clerical workers.

III. PERSONAL RELATIONSHIPS:

Work requires frequent contact with own staff, major agency officials, and employees to explore alternatives, assess situations, and explain program, policies, and decisions. On unusual and sensitive problems may occasionally contact State Personnel Officials for advice and solutions.

IV. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Ability to plan, prioritize, and supervise the work of other analysts and technicians; to interpret and apply personnel and departmental policies in complex, sensitive, or new situations; to think analytically; to exercise judgment and discretion in the application and development of personnel policies, procedures and programs; to communicate effectively with others utilizing listening, writing, and speaking skills; to establish and maintain effective working relationships.

Thorough knowledge of personnel and management principles and practices particularly in the area of assignment; and of the agency program and organization.

Considerable knowledge of the State and federal laws and regulations related to the area of assignment; and of the principles and methodology of the program area(s) of specialization.

Minimum Training and Experience Requirements - Graduation from a four year college or university and four years of general personnel experience or directly related experience as an officer or specialist, including at least one year of independent or advanced specialist work involving the development of proposed policies and implementation procedures in the personnel function(s) assigned; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.