



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### HUMAN RESOURCES SUPERVISOR

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult professional work assisting with the administration of human resources programs and activities; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assists the Director of Human Resources with the administration of human resources management programs; handling of employee relations, benefits and related issues;**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Supervises, trains and evaluates subordinate staff;

Serves as backup to other Human Resources staff members as required;

Responsible for the development of the employee Personnel Manual to include updating, revising and dissemination;

Develops and conducts training courses, staff development workshops, and/or employee training programs;

Oversees the day to day operation of the Human Resources office to include the administration of benefits;

Assists with the development and implementation of new benefit programs and serves as group administrator/liaison between benefit providers and employees/retirees;

Participates (when/if necessary) and investigates employee relation issues;

Counsels employees on a variety of employment and personnel issues/concerns and works with department supervisors to resolve workplace issues/concerns;

Assists employees with retirement, termination and related matters;

Keeps up to date on personnel regulations to assure compliance with state and federal laws; informs employees as necessary on policy and procedural changes;

Serves on County wide committees and teams as needed;

Coordinates and manages special projects as required;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of human resource management practices and procedures; thorough knowledge of personnel policies, procedures and laws; thorough knowledge of accepted methods and practices of recruitment, classification and pay, employee relations and training; thorough knowledge of State regulations regarding the release of employee files; ability to present ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates; ability to apply established policies, practices and procedures

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university in human resources, public administration or a related field supplemented by considerable experience in a public personnel office with some experience in employee relations and supervision.