



Classification: Human Resources Supervisor

Title Code: V00402

Pay Range: 28

POSITION SUMMARY: This is professional work of advanced scope and complexity, responsible for supervising a team of professionals who perform specialized personnel activities within the Human Resources Division in areas specific to selection, retention, and classification and compensation. An employee in this position assists in the development and implementation of programs, policies, and procedures in designated areas. The employee must exercise independent judgment and discretion in contacts with others. General supervision is received from the immediate supervisor.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Supervises personnel within the Human Resources Division's Support Services Section primarily responsible for selection, retention, and classification and compensation.

Serves as liaison between the Human Resources Division and all Missouri State Highway Patrol components, to include management and command level employees, to provide assistance with job vacancies, policy and procedure questions, and general employment issues.

Assists with implementing statewide human resources initiatives.

Assists with the administration of the Missouri State Highway Patrol's classification and compensation system.

Answers employment related questions and directs individuals to available resources.

Reviews the work of subordinates to ensure accuracy and consistency; to include, personnel action requests, career opportunity bulletins, job descriptions, drafted endorsements, selection process records, etc.

Maintains the agency's Full-time Equivalent (FTE) charts and prepares monthly FTE numbers; prepares associated reports and/or correspondence related to position allocation.

Provides recommendations for improvements to current practices.

Assists with division responsibilities associated with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) accreditation process.

Develops appropriate skills tests and/or exercises based on specific job duties and related qualifications as requested by components; assists in the validation process.

Conducts research and drafts correspondence in response to routine internal and external requests for information regarding employment issues.

Conducts and reviews job classification/reclassification and salary studies on existing employees; reviews job task analysis questionnaires, descriptions, and other documentation relevant to classification evaluation; performs desk audit of employee(s) to ensure accurate classification and researches related duties within other agencies; and submits draft recommendations on the appropriate classification and pay.

Conducts and reviews pay surveys for current and proposed job classifications as well as those requested by outside agencies; develops the appropriate survey instrument, determines the appropriate parties to be surveyed; calculates the cost impact of the proposed pay adjustments; and makes recommendations as to the appropriate pay range.

Prepares and analyzes data for reports such as turnover rates, current vacancies, adverse impact, etc.

Assists with the development of applicable HR databases, i.e. on-line application system, FTE database, etc.; responsible for maintaining these databases and fielding all related questions.

Assists with reviewing and revising forms, policies, etc. as needed.

Maintains knowledge about employee benefits, such as health insurance, retirement, life insurance, deferred compensation, and cafeteria plan.

Coordinates payroll issues by ensuring accurate amounts are reported and qualifying justification is provided.

Provides training to current employees in assigned human resources areas.

Attends meetings, seminars, conferences, training programs, etc. pertaining to work related issues.

Performs job-related travel as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of the laws, principles, and practices of human resources (HR) with particular reference to classification, compensation, employee performance, recruitment, selection of employees, placement, retention, employee relations, Title VII, ADA, ADEA, Civil Rights Act, Affirmative Action, EEO Regulations, FLSA, FMLA, discrimination and harassment issues, etc.

Knowledge of Patrol policies, procedures, rules, and regulations.

Knowledge of the basic principles and practices of supervisory and management techniques.

Working knowledge of SAM II HR functions and transactions

Working knowledge of statistical concepts and methods.

Working knowledge of personal computers and software (e.g., Microsoft Word, Excel, Lotus Notes, Internet, PowerPoint, SAM II HR, etc.).

Possess excellent communications skills to include: proper and effective use of grammar, punctuation, and sentence structure.

Ability to research, gather, correlate, and analyze facts to develop letters, charts, and statistical reports and develop recommendations and/or solutions to issues.

Ability to work as a team member and positively interact with a variety of people, including administrative staff, employees, applicants, and the public.

Ability to manage and prioritize a large amount of work within predetermined deadlines.

Ability to effectively handle stressful and adverse situations.

Ability to exercise judgment and discretion in the performance of duties.

Ability to learn patrol policies and procedures.

Ability to develop and conduct presentations, training programs, workshops, etc.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess a four-year degree in Human Resource Management, Personnel Administration, Public Administration, Business Administration, or closely related field (comparable work experience in a public or private personnel office in the areas of selection, retention, and/or classification and compensation may be substituted on a year-for-year basis for the required education).

AND

Five years of responsible work in the field of human resources.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.