

# Market Range Detail - Human Resources Supervisor (County)

## Effective Date

September 19, 2011

## Market Range Title Description

Positions in this market range title are responsible for the planning, direction, and daily oversight of a County-wide human resources function in the County's Central Human Resources Department such as: benefits, employee relations, payroll, recruitment, or training. Incumbents typically work under the direction of an HR Manager – County or the County's Deputy Director – Human Resources.

Work is generally accomplished through a staff of professional, paraprofessional, and administrative support human resources positions. Incumbents have full supervisory responsibility for staff including developing performance plans, monitoring and evaluating performance, coaching/counseling, interviewing and hiring new staff, training staff and determining work priorities. Incumbents work closely with department human resources staff to provide advice, guidance and resources to assist them in consistently administering the County's human resources plans, policies, procedures, and practices and state and federal.

Job duties typically include: directing and supervising daily operations; resolving complex operational issues; assisting in the development, communication, and implementation of County-wide human resources plans, policies, and procedures; advising and consulting with County management and departments to address human resources needs, concerns, and projects; performing complex analysis of human resources issues; developing and delivering departmental training related to area of assignment; evaluating operations and recommending strategies for improvement; leading special County-wide projects.

This market range title is distinguished by its County-wide responsibility for a human resources function in the County's Central Human Resources Department.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$29.35	\$36.46	\$43.57

## Likely Minimum Qualifications

- Bachelor's degree in human resources, business administration, public administration or related field.
- Four years of professional human resources experience.
- Prior lead or supervisory experience preferred.
- Other combinations of education or experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Benefits Call Center Supervisor
- Employee Relations Supervisor
- Payroll & Records Supervisor
- Recruitment Supervisor
- Training Supervisor

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.