



SUPERVISOR, HUMAN RESOURCES PROGRAMS

JC: HF133
PG: 8
FLSA: Exempt

BU: 91 (NR)
Created: March 2006
Revised: June 2019

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Supervises the services and activities of various programs within the Human Resources Department; monitors and evaluates the efficiency and effectiveness of team activities and procedures; provides training and technical support to assigned staff; coordinates assigned activities with other divisions, and departments; provides complex staff support to the Department Manager, Human Resources, in particular assisting in managing transitions in programs and functions that move the strategic agenda of the Department forward; and performs related duties as assigned.

CLASS CHARACTERISTICS

This classification serves as the supervisor for one or more major programs within the Human Resources Department, applying extensive knowledge of principles and current practices of the respective functional areas and/or analytical and problem-solving skills relevant to current issues. The incumbent supervises, assigns and reviews the work of assigned staff. The incumbent is accountable for setting and accomplishing program goals and objectives and for furthering District goals and objectives within general policy guidelines.

REPORTS TO

This position reports to the Department Manager, Human Resources.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Supervises the services and activities of any one or more major programs within the Human Resources Department.
2. Under the general direction of the supervisor, develops and participates in the implementation of goals, objectives, policies and priorities for assigned areas of responsibility; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of team activities and procedures with special emphasis on optimizing and enhancing PeopleSoft capabilities; recommends and implements team staffing and service levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities and projects; reviews and evaluates work products, methods, policies and procedures; meets with staff to identify and resolve problems.

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5. Oversees performances of all technical functions under assignment, including determining the scope of study and collection and analysis of data; finalizing written recommendations or results.
6. Oversees and participates in the preparation and administration of various District-wide programs, policies, or procedures relating to human resources operations and activities; recommends new or changes to existing policies and procedures.
7. Selects, trains, motivates and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; works with Department Manager, Human Resources to implement staff development discipline and termination procedures.
8. Directs the maintenance of centralized personnel records; ensures records are accurately updated and in compliance with mandated rules and regulations.
9. Supervises the work of contracted professional services in the areas of responsibility.
10. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District and departmental operations; recommends and implements equipment, practice and procedural improvements.
11. Participates in the development of the team's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors expenditures; initiates adjustment requests as necessary.
12. Works with all District departments to negotiate and resolve sensitive and controversial issues using persuasive techniques involving significant coordination of resources and resolution of problems.
13. Interprets District policies and procedures for employees; explains programs and resolves issues.
14. Responds to difficult, sensitive, controversial, and in some cases, hostile inquiries and complaints from citizens and/or employees.
15. Prepares and presents staff reports and other necessary correspondence.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Human Resources.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of human resources management in assigned areas.
- Principles and practices of human resources management.
- Principles and practices of human resources program development and administration.
- Methods and techniques of implementing effective programs in a cost-effective manner.
- Methods and techniques of managing programs.
- Related Federal, State and local laws, codes and regulations.

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Skill in:

- Supervising and coordinating assigned human resources programs.
- Selecting, supervising, training and evaluating staff.
- Applying practices, theories, techniques and management methodologies to assigned area.
- Providing oversight for classification job evaluation studies and selection exam procedures.
- Participating in the development and administration of division goals, objectives and procedures.
- Overseeing the work of contracted consultants and plan administrators.
- Overseeing the maintenance of District personnel files and records.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Preparing clear and concise reports and documentation.
- Communicating clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS:

Education

A Bachelor's degree in human resources, public administration, business administration, industrial relations, or a closely related field from an accredited college or university.

Experience

Five (5) years of (full-time equivalent) verifiable experience in the applicable human resources program.

Substitution

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

BART EEO-1 Job Group: 1500 – Supervisors/Other
Census Code: 0136 – Human Resources Managers
Safety Sensitive: No