



## Job Description

### Human Resources Supervisor

Pay Grade: G10

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum of three (3) years of experience in Human Resources/Personnel or other related administrative support function with supervisory experience.

**Minimum Education Requirements:** Bachelor's Degree in Human Resources Management or a related field. Directly related work experience may be substituted for the formal education requirement on a year-for-year basis.

**Department:** Human Resources.

**Direct Supervisor:** Human Resources Director.

**Supervisory Responsibility:** Direct (2); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license. KRONOS and HTE software experience desired. HR Certification Institute-Professional in Human Resources or SHRM Certified Professional preferred.

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**Job Summary:** Performs highly responsible professional and administrative work, technical in nature involving the coordination of a variety of Human Resources functions, projects, and programs.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Act as supervisor in absence of the Director of Human Resources.
- Supervise staff to ensure assignments are completed appropriately and timely.
- Oversee multiple aspects of hiring from the initial application through orientation; receive requisitions for recruitment, verify accuracy, log, and track approval process.
- Maintain all personnel records.
- Oversee advertising of vacancies for various publications as needed.
- Maintain the Human Resources portion of the City's website. Confirm that employment opportunities are posted correctly on the City's Intranet and website.
- Oversee application process; pre-qualify applicants, disseminate to appropriate departments; notify applicant paperwork has been forwarded or declined, and maintain records and time-lines for hire. Prepare communication for applicants who were interviewed but not chosen for hire.
- Prepare technical and administrative reports, manuals and policies.
- Oversee personnel and payroll updates/deductions in KRONOS and HTE.
- Oversee the coordinate safety program. Take appropriate steps to prevent, reduce, assume or transfer risk of loss.
- Oversee the Property Damage/Loss Reports; investigate claims filed requesting reimbursement; and complete and file all reimbursement paperwork.
- Oversee new employee benefits and assist with benefit conversion and COBRA with terminating employees.
- Assist with database for health, dental, and vision enrollment and changes including deduction changes in HTE for benefits.



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- Oversee insurance plans.
- Oversee Worker's Compensation claims; coordinate with staff to confirm appropriate documentation presented to adjusters; manage and maintain the Worker's Comp Quarterly reports.
- Assist employees and retirees with benefit issues. Coordinate open enrollment annually. Serve as City Benefit Coordinator for all benefit offerings.
- May represent the City at meetings of various organizations, groups, committees, job fairs, etc. as they involve recruitment and coordination of examinations efforts.
- Assist with wellness events, health fair, and other City events.
- Review, coordinate, approve, and track FMLA submissions.
- Oversee scheduling of pre-employment drug screens and physicals including DOT screenings. Verify and report drug screen and medical findings.
- Oversee and assist with New Employee on-boarding and orientation.
- Conduct HRS screenings for Recreation personnel; coordinate maintenance of HRS records with Center Managers for compliance with HRS regulations.
- Answer questions regarding Rules and Regulations.
- Complete employee salary surveys.
- Assist in the preparation of the annual budget for Human Resources.
- Assist in responding to public and employee inquiries.
- Assist with all Human Resources Information System.
- Perform other job duties as assigned.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Wage and salary, classifications plans, labor standards, etc.
- Employee relations procedures, laws, and policies.
- Data processing applications as they relate to personnel.
- Employee benefits programs.

##### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

##### **Abilities**

- Handle multiple projects with minimal supervision.
- Conduct research, compile information, and prepare concise written reports.
- Provide presentations to City employees.
- Plan, organize, and schedule work projects.



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- Establish and maintain effective working relationships with department heads, officials and employees.

#### Physical Demands

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date