

Human Resources (HR) Supervisor 4

I. KIND AND LEVEL OF WORK

Third level in the Human Resources Supervisor series. Under administrative direction, an employee in this class is responsible for supervising and leading a variety of advanced professional human resources functions such as staffing, workforce planning, organizational analysis, recruitment and selection, assessment, and classification and compensation. At this level, an employee is responsible for aligning the functions they oversee with the overall human resource strategic plan and developing and adjusting unit work plans and assignments based on division, agency and statewide priorities.

Supervisors at this level have the breadth of knowledge and experience to provide leadership and guidance in the practical application of multiple human resources functional areas. They have the latitude to develop and implement new processes or procedures and assess the long-term impact of these solutions.

In smaller to mid-size agencies or district/campus locations, this classification may serve as the primary individual directing human resources functions with a high degree of individual judgment and initiative. In larger state agencies, this classification would serve as the principal expert and advisor in the assigned human resources functions.

DELEGATION: Positions in this classification that perform work covered by delegation must carry subdelegation or be an agency's primary delegate. These positions will be fully subdelegated or the primary delegate for all three areas of delegation, such as the full list of selection, classification, and/or compensation activities. *Positions in any classification must receive all training before being granted subdelegation.*

II. DISTINGUISHING CHARACTERISTICS

An employee in this class primarily supervises entry-level professional, professional and advanced professional classifications and oversees a broader array of advanced professional human resources functions such as staffing, workforce planning, recruitment and selection, assessment, and classification and compensation, requiring a greater breadth of knowledge than the Human Resources Supervisor 3 classification. The Human Resources Supervisor 4 is responsible for establishing unit work plans and priorities based on the overall human resources strategic plan, whereas the Human Resources Supervisor 3 may be involved in strategic planning activities and assists management in determining the direction of the function(s) they oversee. At this level the incumbent has accountability for a larger budget resulting in a greater impact and influence on decisions.

Employees in the Human Resources Supervisor 3 classification primarily supervise technical and entry-level professional staff and may supervise professional classifications. They oversee human

resources functions of a narrower scope (e.g., a specific, more complex function or several very closely related functions such as classification and compensation administration or recruitment and selection procedures) and generally have little to no accountability for a budget resulting in less overall impact or influence on decisions than the Human Resources Supervisor 4.

Employees in the Human Resources Director 1 classification primarily supervise professional and advanced professional classifications. Additionally, incumbents in the Human Resources Director 1 classification perform strategic human resources leadership and administrative planning, including serving as a member of the agency human resources leadership team and assisting in the development of the human resources strategic plan. In contrast, the Human Resources Supervisor 4 is responsible for aligning the functions they oversee with the human resources strategic plan but generally does not have responsibility for assisting in the development of the overall HR strategic plan itself. Additionally, the Human Resources Director 1 coordinates across units/agencies to incorporate changes to systems or procedures or solve problems that span multiple areas of human resources, whereas the Human Resources Supervisor 4 is typically not responsible for coordinating across units/agencies or other areas of human resources unless serving in a smaller to mid-size agency as the primary individual directing human resources functions.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Supervise and lead staffing functions including classification, recruiting, interviewing, selection, compensation, and general staffing related human resources best practices. Ensure activities result in timely filling of positions, correct and equitable classifications, staffing levels meeting agency goals and needs, and selection processes being job-related and consistently administered.
- Provide professional expertise, guidance, options and solutions to staff, supervisors and management on best practices and complex, unique or sensitive issues related to staffing functions.
- Oversee the development, maintenance, and administration of minimum qualifications and assessment tools.
- Supervise the development, review and implementation of staffing-related procedures, including quality assurance.
- Facilitate business partnerships with managers and supervisors to understand their objectives, plans and future program changes and determine how staffing can contribute through workforce planning, classification, recruitment, and other related activities.
- Function as a liaison to other functional areas of human resources management. Establish unit plans and priorities based on overall human resource strategic plan. Develop and recommend departmental policies and procedures.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Classification, compensation, recruitment and selection principles, systems, trends and best practices.
- Job analysis, selection criteria development, and the State's classification and compensation systems, policies and procedures.
- Human resources laws, rules, policies and procedures and ability to apply them to provide subject matter expertise to staff, supervisors and managers.

Skill in:

- Utilizing applicant tracking and human resources systems to support recruiting operations.
- Identifying work behaviors and job competencies to develop and implement job-related assessment tools and selection processes.
- Communication to effectively explain HR processes in a respectful, plain language, and professional manner.

Ability to:

- Consistently interpret, apply and advise others on the provisions of collective bargaining agreements and plans to variable situations, primarily in the areas of vacancy-filling, wages, layoff and recall.
- Anticipate potential problems, gather and analyze factual information, identify and explore alternatives/options, and determine and implement acceptable solutions that balance the immediate needs of individual circumstances with long-term implications.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

T.C.: 12/47, 3/55, 7/67, 10/73, 4/9/13
Former Title(s): Personnel Officer I
Personnel Officer II

Personnel Officer III
Personnel Manager I
Personnel Director 1

REVISION HISTORY

Established 07/1941

Revised 06/2025