

## Human Resources (HR) Supervisor 2

### I. KIND AND LEVEL OF WORK

First level in the Human Resources Supervisor series. Under limited supervision, an employee in this class is responsible for supervising and directing staff who perform a variety of technical human resources support functions such as transactions, benefits administration, leave management, payroll, and document management. A supervisor in this classification is expected to have some knowledge of the underlying principles of the human resources functions they oversee but is primarily concerned with the practical application of these functions.

This classification typically serves as a subject matter expert, overseeing HR transactions and support functions within a human resources office. At this level, an employee follows standard HR processes and procedures but relies on technical expertise to address issues that arise.

DELEGATION: Positions in this classification that perform work covered by delegation are expected to carry subdelegation. These positions may be partially subdelegated for a 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 classification primarily supervises administrative or technical staff and oversees several human resources support functions such as managing and tracking leaves of absence, reporting, quality assurance and auditing of transactions, and does so with more direct involvement in the work product. At this level, incumbents supervise primarily HR operations support functions with less involvement in classification, labor relations, and similar areas.

An employee in the Human Resources Supervisor 3 classification primarily supervises technical and entry-level professional classifications. Incumbents provide less direct oversight but still perform specialized professional-level human resources work with supervisory authority for one or more increasingly complex human resources functions (e.g., labor relations, classification and compensation, recruitment and selection, etc.).

### 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 direct staff performing work within technical HR operations support functions so that human resources programs and services are delivered consistently and equitably.
- Develop tools and provide quality assurance reviews of HR processes, practices and data.

- Ensure audits are completed to confirm recording and reporting of HR transactions and payments are compliant with laws and collective bargaining provisions. Coordinate and oversee any necessary external audits. Identify risks, gaps, variance, and potential exposure. Recommend corrective actions as necessary.
- Develop and deliver training on human resource systems, technologies and procedures to ensure staff maintain technical competence and human resource operations function effectively.
- Function as agency lead/subject matter expert on human resources operations support functions and make recommendations for improvements. Respond to inquiries for information specific to activities such as transactions, benefits, leave management, payroll, document management, and/or reporting issues.

#### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- The ADA, EEO, FLSA and FMLA laws to provide consultation to hiring authorities on issues related to persons with disabilities, FMLA qualification or employees requesting leaves of absence.
- Data practices in relation to collecting and maintaining human resources data to ensure compliance and integrity.
- Relevant laws, policies, procedures and collective bargaining and plan language sufficient to supervise staff entering and audit transactions.

Skill in:

- Record-keeping and time-management to ensure transactions, benefits, leave management, and payroll deadlines are met and auditing/reporting is done in a timely manner.
- Communicating to influence supervisors and managers to consider a broad array of options and ensure they recognize the human resource implications of their decisions.

Ability to:

- Recognize and communicate potential or actual issues or errors and apply corrective action as necessary to maintain accuracy and compliance.
- Understand and convey to staff which issues are governed by collective bargaining or plan language to ensure contracts/plans are consulted before processing or responding to requests for information.

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

## SPECIAL WORK CONDITIONS

N/A

## REFERENCES

T.C.: 4/9/13

Former title(s): Personnel Officer Sr. Supv

Merged with Human Resources Supervisor 1, 7/30/25

## REVISION HISTORY

Established 01/1982

Revised 06/2025