



SUPERVISOR OF PERSONNEL SERVICES **(Office of Inspector General)**

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, or a directly related field, plus three years of professional personnel experience of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

DUTIES:

- Acts as a department's personnel administrator and supervises a staff of professional and clerical personnel engaged in performing personnel and payroll functions
- Develops the department's hiring plan and coordinates the interviewing and hiring of employees
- Oversees staff engaged in preparing and processing paperwork to effect the hiring of employees
- Assesses department's staffing and personnel needs and directs the preparation and processing of personnel forms to implement personnel actions
- Directs staff responsible for timekeeping and payroll functions, monitoring payroll costs, and ensuring compliance with payroll policies and procedures
- Provides guidance to managers in the conduct of performance evaluations and oversees the maintenance of performance management records
- Participates in developing and implementing departmental work rules and procedures
- Coordinates employee orientation and staff training and development activities
- Directs staff engaged in providing information and responding to employee inquiries regarding benefits, pay, and personnel rules
- Oversees the maintenance of computerized employee records
- Acts as liaison with other City departments regarding the processing of personnel and payroll actions and the administration of personnel programs
- Coordinates work efforts with the Department of Human Resources on matters relating to classification, recruitment, employee selection, and hiring procedures, and other areas of personnel administration
- Advises departmental managers on initiating, responding to, and resolving issues relating to disciplinary action procedures, equal employment opportunity complaints, employee grievances, and discrimination charges
- Prepares staffing and payroll cost reports and directs or assists in the preparation of the department's personnel budget

ANNUAL SALARY: Range: \$64,704 – \$105,420 (annual increases first three years)
Starting: \$64,704; Post successful six-month review \$67,800