

Market Range Detail - Human Resources Support Supervisor

Effective Date

September 19, 2011

Market Range Title Description

Positions in this market range title are responsible for managing the human resources activities for a small department or the daily oversight and supervision of one or more human resources activities for a medium to large department. Incumbents supervise at least 2 human resources support staff positions and otherwise spend a significant amount of time performing professional, senior level human resources duties. Supervisory responsibilities include developing performance plans, monitoring and evaluating performance, coaching and counseling staff, interviewing and hiring new staff and determining work priorities.

The Human Resources Support Supervisor works in collaboration with department management and the County's Central Human Resources Department to ensure that the department consistently applies and is in compliance with the County's human resources plans, policies, procedures, and practices and state and federal laws.

Job duties typically include: resolving complex human resources issues; evaluating department human resources operations and providing recommendations for improvement; implementing new work processes, policies, procedures; leading complex human resources projects; performing complex analysis of human resources matters; advising supervisors and managers on a broad range of human resources issues; interpreting and explaining County human resources plans, policies, procedures and state and federal laws.

This market range title is differentiated from the Human Resources Analyst by the greater complexity of work performed and supervisory responsibility. The Human Resources Support Supervisor is further differentiated from the Human Resources Manager by the latter's greater responsibility and supervision of a broader scope of human resources activities.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$22.61	\$28.93	\$35.24

Likely Minimum Qualifications

- Bachelor's Degree in human resources, business administration, public administration or a related field.
- Two years of professional human resources experience.
- Prior lead and/or supervisory experience is preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Benefits Supervisor
- Employee Records Supervisor
- Employee Relations Supervisor
- Human Resources Supervisor
- Human Resources Support Supervisor
- Payroll Supervisor
- Recruitment Supervisor

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.