



Title: Human Resources Supervisor

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Deputy Human Resources Director or Human Resources Manager.

Provides supervision and direction to professional and para professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's Degree in Human Resources, Management, Public or Business Administration or a related field or equivalent.
 - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.
- **Experience:** A minimum of five (5) years professional level human resources experience with a minimum of one year's experience as a supervisor and three years' experience in benefits, classification and compensation is required.
- **Licenses/Certifications/Special Requirements:**
 - None required.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience working with unions or bargaining units to include costing contracts.
- Professional Human resources certification is preferred, such as:
 - PHR (Professional in Human Resources)
 - SPHR (Senior Professional in Human Resources)
 - SHRM-CP (SHRM Certified Professional)
 - IPMA – CP (Certified Professional in Human Resources)
 - NPELRA – CLRP (Certified Labor Relations Professional)

JOB SUMMARY

The purpose of this position is to oversee and provide coordination for a wide variety of professional level activities in the areas of benefits, classification/compensation and position management. This includes providing direction to staff and advising management and employees on programs, policies and procedures; working on large-scale studies and initiatives related to compensation and benefits, and making recommendations to create or improve existing programs and policies related to the area of responsibility.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Coordinates and oversees large scale organizational studies, analyzes findings to determine City's market position; makes recommendations regarding job classifications, market and pay range adjustments; facilitates changes to the classifications and pay plans; oversees the data integrity, processing and reporting of employee data within the Human Resource Information System (HRIS).
3	Oversees and assists with union/association negotiation process including meeting with representation to develop extensive surveys, researching and analyzing wage and market data; preparing and providing cost analysis of bargaining recommendations; and assisting in crafting language for Memorandums of Understanding;
4	Updates and revises benefit program policies and regulations regarding administration of the City's benefits program. Works with providers to ensure proper employee coverage. Researches and analyzes data in regards to benefit requirements, provisions, claims and discrepancies. Assists with Requests for Proposal for related vendors.
5	Implements and evaluates programs. Assists with developing policies and strategies to provide direction in the areas of classification and compensation, and benefits. Researches and composes written reports, makes recommendations and interprets personnel policies and procedures for City Employees.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.