



Classification: Human Resources Supervisor (Administrative Services Section)

Title Code: V00402

Pay Range: 28

POSITION SUMMARY: This is supervisory work within the Human Resources Division's (HRD) Administrative Services Section responsible for coordinating and directing activities associated with payroll, time and leave, benefits, and other related areas. Strict confidentiality of records and other sensitive information that is submitted to the division for processing must be maintained. Work is performed under general supervision within established policies and procedures; however, independent judgment is required.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Supervises personnel within the Human Resources Division's Administrative Services Section primarily responsible for payroll, time and leave, benefits, electronic file management, switchboard, and other related areas, while ensuring quality control of work being performed.

Serves as the Statewide Advantage for Missouri (SAM) II HR Security Coordinator, the point-of-contact for Employee Self-Service (ESS) and employment verifications, and the administrator of Veteran's Affairs On-The-Job Training (OJT) Program.

Processes and monitors Extended Leave, Family and Medical Leave (FMLA), Long Term Disability, Shareleave, Unemployment Claims, and Workers' Compensation.

Responds to inquiries regarding personnel policies and practices.

Responds to requests for employment verifications.

Assists with formulating, writing, implementing, and monitoring personnel related activities and recommends policy changes as needed.

Oversees division supply ordering and bill/expense report processing.

Oversees the electronic file management and scanning system.

Provides guidance on SAM II, payroll, the Time Reporting System (TRS), and other related areas.

Performs job-related travel, as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of the laws, principles, and practices of human resources (HR) with particular reference to payroll, time and leave, benefits, electronic file management, employee relations, FMLA, etc.

Extensive knowledge of SAM II HR functions and transactions.

Knowledge of Patrol policies, procedures, rules, and regulations.

Knowledge of the basic principles and practices of supervisory and management techniques.

Working knowledge of personal computers and software (e.g., Microsoft Word, Excel, Lotus Notes, Internet, SAM II HR, TRS, etc.).

Working knowledge of statistical concepts and methods.

Possess excellent communications skills to include: proper and effective use of grammar, punctuation, and sentence structure.

Ability to plan and supervise program activities, and to coordinate the work of assigned personnel.

Ability to research, gather, correlate, and analyze facts to develop letters, charts, and statistical reports and develop recommendations and/or solutions.

Ability to work as a team member and positively interact with a variety of people, including administrative staff, employees, applicants, and the public.

Ability to manage and prioritize a large amount of work within predetermined deadlines.

Ability to effectively handle stressful and adverse situations.

Ability to exercise judgement and discretion in the performance of duties.

Ability to learn Patrol policies and procedures.

Ability to develop and conduct presentations, training programs, workshops, etc.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess a four-year degree in Human Resource Management, Personnel Administration, Public Administration, Business Administration, or closely related field (comparable work experience in a public or private personnel office in the areas of payroll and/or benefits may be substituted on a year-for-year basis for the required education).

AND

Five years of responsible work in the field of human resources.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.