HUMAN RESOURCES SUPERVISOR

| JOB CODE: 20143 | PAY GRADE: 23 | PAY RANGE: $59,328 - $94,925 |

GENERAL DESCRIPTION

Under general direction, the primary focus of this position is to provide professional level supervision of benefits, retirement, wellness, leave administration and specialized projects. The Human Resources Supervisor will work on tasks and problems of a complex scope where analysis of situations or data requires a review of a variety of factors. This role will exercise judgment within defined procedures and practices to determine the appropriate course of action. The incumbent must be proactive in his or her approach and is expected to provide expert advice and guidance to employees and supervisors/managers. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assist with administration of employee benefits, retirement, wellness and leave administration programs to ensure all processes are consistently administered in compliance with internal policies as well as all local, state and federal laws;
- Provide a hands-on approach to the administration of agency benefits, retirement, wellness and leave programs as well as ongoing tracking and written and/or verbal communication with program participants, supervisors/managers and vendors;
- Periodically audit administration for all benefits, retirement, wellness and leave programs;
- Recommend process improvements to ensure effective and efficient benefit, retirement, wellness and leave programs;
- Take the lead in working with supervisors/managers in providing guidance/solutions, and influencing outcomes in activity related to employee relations;
- Develop and facilitate training programs regarding HR best practices for supervisors/managers pertaining to benefit and leave programs.
- Participate in departmental, management or vendor reviews of activity, issues, claims, litigation or other activity related to benefits, retirement, wellness and leave administration;
- Track and analyze benefit and leave trends provided through metrics on an aggregate and departmental level and develop recommendations for solutions;
- Review and update job descriptions periodically to ensure physical requirements coincide with essential job functions and job classification;
This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

**QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor’s Degree in Human Resources Management, Business Administration, or related field
- 2 years of supervisor experience
- 4 years of Human Resources experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver’s license

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of benefit administration, leave administration laws to include, but not limited to FMLA, Worker’s Compensation, Short and Long Term Disability, and ADA
- Demonstrated ability to effectively administer benefit, retirement, wellness and leave programs, exhibiting sound and accurate judgment
- Ability to be responsive to customer needs, with professionalism, confidentiality, respect and consideration of others
- Ability to manage difficult situations in a professional manner
- Strong analytical, communication (verbal and written), project management and organizational skills
- Strong interpersonal skills
- Ability to communicate, collaborate and influence effectively with members, managers and supervisors
- Ability to build credibility and trust
- Ability to manage multiple priorities simultaneously
- Ability to make good decisions and perform work independently to drive results given direction in the form of objectives
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

**PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 6 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, or reach